

## Club Executive Seminar Bulletin Editors

Each of you has taken on a very important role in your club. You will be keeping every member informed. You must prepare and distribute an accurate, informative and entertaining Bulletin. This is a vital position in the club as the bulletin editor is not just a communicator but a motivator and educator as well.

Even if you do not wish to have your Bulletin entered into competition at any level, you should consider using the criteria for competition. This criterion has been developed to ensure a Bulletin that every member will look forward to reading.

*At the very least this is a list of what you should include:*

- Minutes of the general and executive meetings. Ask the club secretary to send these reports for you.
- Registrar's report and club membership position. Again, perhaps copies can be supplied
- A club calendar page – include any upcoming events including anything in your Zone or District
- Members' editorials, articles or Quills. Suggest topics to relevant to Kin, such as history, new members' impressions, current issues in Kin, world issues, etc.
- Full project reports from each chair, including financial status, person hours, recommendations.
- Humour – It's essential, but remember who else may be reading this Bulletin.
- A counterpart club page, if applicable
- A monthly editorial from the club president
- News from around the Association. However you don't need waste time and effort duplicating pages that already go into the home via the District newspaper or Kin Magazine
- A Kin education page – the Kin Ed portion of the website will be updated to help you with this.
- Kin profiles. You could ask each member to write his or her own profile and submit it or you could do one yourself. An interesting profile can be done by asking each member the same questions and including one in each issue
- New member proposals
- A Kin kids page – the Internet is a good resource.
- An editorial or report by the bulletin editor (that's you)
- A treasurer's page showing receipts and disbursements and complete financial position
- Include all functions - fundraisers, service projects, socials – including dates, times etc.
- Maintain an accurate roster; make sure you have up-to-date phone numbers, addresses and emails
- Articles - keep the members interested in club activities

## **Club Executive Seminar Bulletin Editors**

### **Other Considerations:**

- Try to keep members informed as far in advance as possible
- You may want to send your Bulletin to other clubs in your Zone or District and remember to ask for an exchange.
- Get other members to help you and involve a team of editors to help you
- Watch expenses closely. The bulletin should not be a burden to the club. Consider financing by advertising from members or local businesses
- You may want to get the bulletins to the members in advance of the meeting.
- How will you reproduce the Bulletin so every member has a copy?
- If you mail the Bulletin be sure of new postal regulations and rates.
- You will need to motivate members to be involved - reporting, etc.
- Include any awards won by members of your club or others close to you in the Zone or District