The BCNPA Member e-Newsletter - Background
The newsletter is an extension of BCNPA’s mandate of acting as the voice for all BC NPs. The newsletter is also one of the key benefits of membership and one of the primary communication tools we use to share information with members. There are approximately 200 active members who receive the newsletter, which is disseminated by direct email as a PDF attachment on a quarterly basis.

BCNPA is seeking a volunteer member to fill the role of the newsletter’s editor for a two year term. This person will produce a total of four editions a year.

Note: We will also consider two volunteers to act as co-editors.

Responsibilities
The newsletter editor(s) play a key role in the organization’s communication and information sharing process.

Reporting to the Board, the newsletter editor(s) will:
- Drive the newsletter production schedule, and create new timelines to adjust with changing requirements.
- Work with content subject matter experts to ensure articles are written and submitted on time.
- Write articles on topics of interest, if desired.
- Proofread the overall newsletter for grammar and spelling.
- Ensuring the newsletter is complete and ready for circulation to members by deadline.
- Submit the completed newsletter to the Communications Committee for review, and then to the Board for approval via the Communications Committee Chair/Executive Liaisons.
- Work with the BCNPA Admin Assistant to circulate the newsletter to members by deadline.
- Work with the Communications Consultant to integrate newsletter with other communication tools in the organization, and coordinate production timelines with other activities.
- Work with the Communications Committee to make recommendations on how to strategically evolve the newsletter.

Each edition requires approximately 20 to 25 hours to complete. This time is spread over the course of three months.

Desired Qualifications
- Strong writing skills and a command of the written English.
- Available to commit the required hours per edition.
- Discipline to adhere to production deadlines to ensure regular circulation.
- Available to participate in occasional Communication Committee Meetings, if required and if scheduling permits.
- Willingness to work with a number of people throughout the organization with differing schedules, and independently when required.
- Responsive to email and phone calls.
- A desire to learn the newsletter production process and the journalistic style.
Although previous experience with newsletters is an asset, it is not required. It is more important that candidates be committed to producing the newsletter on time, and be willing to learn the newsletter process and style.

**We Need the Successful Candidate to Hit the Ground Running**

You will not be starting from scratch.

To help the successful candidate with the transition to the role, we have the following items already in place:

- A newsletter template
- Content subject matter experts and their contact information
- A content outline for each edition.
- General production timelines
- A communications consultant to mentor you on the newsletter process, help you coordinate writers, and proofread the final content for quality control.

### Newsletter Timing & Production Deadlines (TBC)

<table>
<thead>
<tr>
<th>Edition</th>
<th>Article Submission Deadline</th>
<th>Proofreading Done</th>
<th>Approvals Complete</th>
<th>Circulation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>End of Feb.</td>
<td>Early March</td>
<td>Mid March</td>
<td>End of March</td>
</tr>
<tr>
<td>Summer 2016</td>
<td>End of May</td>
<td>Early June</td>
<td>Mid June</td>
<td>End of June</td>
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### Anticipated Start for the Role

We are looking to have the successful candidate start the first week of March to begin production of the Spring 2016 edition.

### Opportunity Close Date

Please email your expression of interest, along with a few bullet points on your background, availability, and how you are perfect for the role to:

Debbie Hultgren, ABC
Communications Consultant
debbie@linkscommsolutions.com

**Deadline for responses:** February 21, 2016 end of day.