

NEWSLETTER OFFICER

Monthly newsletters vary widely in Probus, some providing concise news and announcements on a single A4 sheet and others assuming the proportions of a community newspaper. Their size, format and choice of material are the responsibility of the Editor (or Management Committee).

Editors should ensure Privacy requirements are met and include the following items in each issue:

1. The day's guest speaker and subject
2. Club speaker (if any)
3. Program for the next two or three meetings
4. Future outings and co-ordinators contact numbers for each outing
5. Report of last meeting, often with a précis of the guest speaker's address and club member's talk
6. News of club interest groups and co-ordinators contact numbers
7. Probus Travel Insurance
8. Extracts from Active Retirees™ magazine; highlighting feature articles or special offers
9. Probus National Photographic Competition and Probus Getaways
10. Reminder to visit Probus website and Probus Social Media
11. Annual Literary Excellence Award
12. Special news of members: birthdays, anniversaries, on overseas trips, hospital stays
13. Information from the Management Committee and PSPL. (Option to include news on Rotary projects and opportunities for members to act as volunteers)
14. Include a Privacy Statement in the newsletter
15. Sign up for Active Retirees™ monthly e-newsletter

It is important that all members receive a copy of the newsletter to keep them informed on all club activities and matters as well as information from PSPL. The members determine the method of circulation; post, email or collection from meeting. Consideration should be given to provide a copy of the newsletter and the method of distribution to those members absent or on leave.

It is recommended that a copy of the club monthly newsletter be sent to your sponsoring Rotary club, your RDPC, PSPL and also to adjoining or sister Probus clubs. This will strengthen the relationship between Rotary and Probus, promote club activities. A copy should also be sent to the Editor of the Active Retirees™ Magazine and provide networking opportunities.

Some clubs have a deputy editor and/or a small sub-committee to be responsible for the newsletter.

Clubs may seek sponsorship from local businesses to cover newsletter printing and postage costs.

Such sponsors would have recognition in the newsletter in the form of a small advertisement or statement. Example;

'This newsletter is kindly printed by Joe Blogg Pharmacy – 56 High Street, Somewhere –

Tel: 00998989 – prescriptions home delivered.'

Sponsorship of club monthly newsletter does not authorise or entitle the sponsor to use the Probus name or Probus emblem Trademark.

No contracts to be undertaken or signed by clubs (or associations) without the approval of PSPL (see guidelines for Trademark usage).