

Te Hāhi Tūhauwiri
The Religious Society of Friends (Quakers)
Yearly Meeting of Aotearoa New Zealand

Aotearoa New Zealand Friends' Newsletter – Job Description August 2020

The Aotearoa New Zealand Friends' Newsletter is the official organ of Aotearoa New Zealand Yearly Meeting (YM). The Newsletter team is appointed under the auspices of YM.

Role

The Newsletter team has a degree of editorial autonomy but is responsible for producing a periodical that represents Quakers in Aotearoa New Zealand to Aotearoa New Zealand Quakers and to others in Aotearoa New Zealand and around the world.

The number of issues produced each year will be dependent on the resources of the team producing it. At this point, the Newsletter is being produced five times a year by a team drawn from various meetings.

Responsibilities of the Team

- Correspond with one another at regular intervals.
- Maintain the following standards:

Provide a mix of contents which is informative, educational and intellectually challenging.

Most of the contents will originate in Aotearoa New Zealand, but outside challenging or informative articles will not be excluded.

Items directly asked for by YM, YM committees, or YM representatives on world bodies etc. will normally be given priority.

The team may ask for offered material to be rewritten to a reduced length, or may reserve the right to edit or decline to publish. Significant editing will usually involve consultation with the author.

A good standard of spelling and grammar will be maintained (while minimising rewriting or masking the 'voice' of the writer if at all possible).

Proof reading will take place several times during the preparation of an issue.

- Decide how to divide the various production related tasks which include:

Looking out for interesting or essential material

Receiving material

Layout and design, editing, and proof-reading.

Subscription/ address list

Arranging printing

Distributing the newsletter

- Produce the Newsletter to an annual budget from Yearly Meeting. Records and receipts will be kept efficiently and on sent to YM treasurer for GST and auditing purposes.
- Liaise with the YM website team regarding Newsletter material to be published on the website.

- Ensure that the committee's website pages are kept up to date and edited where needed.
- Provide an annual report for Documents in Advance.

Preferred knowledge, skills, abilities and experience

The Newsletter Team is a team and not everyone has to have the same knowledge, skill, ability and experience.

Within the team there needs to be people who have:

- Robust understanding of Quaker faith and practice in its widest sense – both in Aotearoa and among the worldwide family of Friends.
- Ability to write, edit and proofread.
- Courage to share experience, ask for help and give feedback when needed
- Computer skills – word processing as a minimum; access to the internet.
- Good organisational skills.
- Resilience
- Good communications skills.

Within the team we have a person who has the facility to complete professional layout of the newsletter. This may not always be possible to be done on a voluntary basis.

Expected Time Required.

This depends on the role taken within the team and can be negotiated within the team.

For the co-ordinator of an issue, approximately 10-12 hours a week over the two or three week period required to construct each issue (ie five times per year).

Editing and proof-reading - approximately 4-6 hours a week during construction of each issue.

Organisation of printing and distribution - approximately 10 hours concentrated over a two week period, per issue.

Layout – time varies depending on the complexity of the issue and corrections. This can take 20-30 hours per issue.

Rest of the year - an average of one hour a week.

Length of appointment.

Three years with opportunity for another three years.