REGIONAL COMMITTEE EDITOR:
Role & Person Specification

OVERVIEW
The position of Regional Committee Editor.
This role requires 2-4 hours per week.

PERSON SPECIFICATION & ESSENTIAL QUALITIES FOR ALL REGIONAL VOLUNTEERS:

- A commitment to the mission and values of the BWY
- A willingness to meet the minimum time requirement
- Ability to regularly attend regional meetings
- Ability to be a good team player and function as a member of the regional committee
- A commitment to the BWY Code of Conduct for Members
- An understanding of the confidentiality requirements of regional volunteers
- An understanding of the GDPR requirements of regional volunteers

ROLE DESCRIPTION & REQUIREMENTS OF THE REGIONAL COMMITTEE EDITOR:

- Informing Regional members of events and decisions within the Region, by creating a Regional Newsletter from articles, news, reports and illustrations received from the Regional Committee, Regional membership and advertisements. In deciding which advertisements are acceptable, the Regional Editor will abide by the decisions of the National Executive and Regional Officers Committees.

- **High level of written communication for editing copy, correcting grammar and spelling.** The Regional Editor has the right to amend or refuse material if it is considered inappropriate (e.g. libellous or contrary to the spirit of yoga) but the Regional Officer has the final decision.

- **Ability to prepare layout, collate and format as required.** Copy must be completed and sent to the print firm in a format that meets the requirements of the centralised printing contract and to a timescale agreed with the printers.

- Production of an invoice for each advertisement received and issuing to the person/organisation for payment. Ensuring payment has been received before sending copy to the printers and informing the Regional Treasurer of advertising income.

- The Regional BWY logo and the Sports England and/or Sports Wales logo should appear on the front page. The maximum of pages must fall within the second class postage rate. Otherwise, the style and content of the newsletter is at the Regional Editor’s discretion, within the BWY branding guidance for all regional newsletters.

- Presentation of a report on newsletter issues for the Regional AGM.

- Any other duties as needed and agreed by the postholder and Regional Officer.