



## **Rotary Club of Oak Bay**

# **Preferred Practice For The Bulletin Editor**

### **An important note for the users**

*The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.*

*Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.*

*It is emphasized that this document merely gives guidelines to the Board Committee Chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.*

# **Rotary Club of Oak Bay Preferred Practices For The Bulletin Editor**

## **KEY FUNCTION**

To ensure that there is a set of guidelines and consistent procedures for the Bulletin Editor of Oak Bay Rotary's weekly online bulletin.

## **AIM OF THIS DOCUMENT**

To provide terms of reference for the Oak Bay Rotary Bulletin Editor.

## **PREFERRED PRACTICES**

1. The Bulletin Editor checks the online roster to determine who is the designated bulletin reporter, and ensures that they will be present to take the minutes of the meeting.
2. At the meeting: the Bulletin Editor:
  - (a) The Greeter/ Visitor's Introducer should hand over the list of Visiting Rotarians and Guests to the Bulletin Reporter
  - (b) The Bulletin Editor reminds the bulletin reporter that the minutes should be completed and emailed to the editor no later than Thursday of that week.
3. When the minutes have been received, the Bulletin Editor checks for errors in spelling and grammar, and, where necessary, corrects for errors in reporting. As well, the Bulletin Editor is responsible for ensuring that information to be published to the website is not of a personal nature, is not derogatory in any way, and is not offensive to any person.
4. When completed, preferably by Friday of the meeting week, the bulletin editor emails the finished report to the webmaster for publishing to the website.

## **RISK MANAGEMENT**

At present there are no risk management guidelines for this preferred practice

This Preferred Practice is compiled by:

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Revised By:

Date: