

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 Officer (or Management Committee).

The Newsletter Officer should ensure requests by members for privacy are met.

A Club's newsletter may include the following: President's report, regular club activities, book club news, movie news, completed outings news and photos, guest speaker and subject, proposed trips, reminders on the notice board and review of regular club events.