**e-Newsletter Editor**

**Term:** 3 years

**Job Description**

The RCPsych Trent Division aims to publish an e-newsletter twice yearly, usually in summer and winter. Articles are provided by Executive Committee members, the wider Division membership and other sources. It is an in-house, online publication, which is distributed to 1100+ members in the Trent Division.

The e-newsletter is intended to be a communication for all members to contribute articles, air their views on current issues, advertise events and share a whole range of useful information with colleagues in the Division.

Articles that are considered include:

• Review of recent literature

• Past and upcoming events

• Opinion pieces/reflections

• Creative contributions (i.e. photographs, artwork, poetry)

• Research/Audits/QI projects

• Special interests within Psychiatry

However, these article types are by no means exhaustive.

The e-newsletter editor is a member of the Executive Committee who is responsible for:

* Encouraging various contributors, such as members of the Executive Committee; the wider membership of the Division; trainees (who do not need to be members of the College); service users; carers and poets etc to provide articles and relevant information.
* Working closely with the Division Manager who is responsible for the design and layout of the publication.
* Editing all articles prior to publication to ensure that they are appropriate, any relevant acknowledgements are made and copyright laws are not infringed, as well as checking on style and content before publication.
* Finalising and agreeing the final content/layout and writing the editorial in each issue.