

AVP Britain Newsletter – The Role of the Coordinator



Background

The Board of Trustees of AVP Britain is responsible for ensuring that the newsletter represents the values and interests of AVP Britain. The Communication Guidelines, attached, provide an outline of the values and responsibilities which we attempt to adhere to in communicating with one another both within the AVP community and with external individuals and partners.

Purpose of the Newsletter

The AVP newsletter aims to be:

- A forum where new ideas/exercises can be debated
- A place for highlighting good stories from all regions and our correspondence course, 'Facing up to Conflict' (FUTC)
- A noticeboard for forthcoming events
- A place where succinct information from Trustees and committees can be posted
- A place where volunteers can make comments and constructive criticism, and ask questions
- Somewhere to highlight good practice and to share challenges
- A place for occasional stories from AVP international

The Readership

AVP volunteers carry out a wide range of tasks: admin, web development, outreach, workshop facilitation and more. Some people volunteer regularly and do lots of work, others do little but they are nevertheless interested in keeping in contact with AVP and in knowing what is happening in the organisation. People's length of involvement varies between those who have been around for many years and those who have arrived recently. Some people feel a strong sense of connection and others exist on the margins.

The Role of the Newsletter Coordinator

The overall role of the Newsletter Coordinator is to produce and distribute between two and four newsletters per year and to ensure that these newsletters meet the diverse interests of AVP volunteers as far as is possible. It is useful if these can be timed to include news and items from significant events, such as the National Gathering and highlights from the regions' 3-monthly reports.

The following are the specific tasks involved.

- Set up a system which enables AVP volunteers to submit information and articles for publishing in the newsletter.
- Solicit information from volunteers, the Regions, Trustees and Operations Committee about their work, events and other relevant issues. Trustees and Operations Committee are expected to submit short succinct reports of their meetings to the Newsletter Coordinator.
- Collaborate with a named member from the Operations Committee and from the Trustee Board in the development of the newsletter as and when necessary. This could include discussing topics/items to be covered in the newsletter, following up on articles and information, dealing with difficulties and/or obstacles.
- Be responsible for the layout and general appearance of the newsletter (e.g. including AVP colours and logo) and make the final decision about the content to be included.
- Liaise with a named Trustee and a named member of the Operations Committee who will provide prompt editorial comment and feedback before each edition is circulated to volunteers.
- Distribute the newsletter to all AVP volunteers, using email lists provided.
- Provide brief updates to meetings of the Trustees.

Finances:

We expect to pay all reasonable expenses. Please keep a record of these, and keep Trustees informed on a quarterly basis.

Review

The Trustees will review the newsletter in conjunction with the Newsletter Coordinator role annually.

Date: 22nd April 2017