**RCOT Example role for Specialist Section National Executive Committee (NEC)**

NEC role 5: Newsletter Editor

**Main purpose of the role**

Produce the Specialist Section e-newsletter with the support from members and the NEC and encourage the writing of news and articles for inclusion in the e-newsletter.

**Role and responsibilities:**

* Produce monthly e-newsletters or as many as agreed by the Committee, with support from the National Executive Committee (NEC) and members.
* Encourage Specialist Section members to write articles, highlight resources, information, and practice, on any appropriate topics for inclusion in the e-newsletter.
* Encourage the Specialist Section, regions and Clinical Fora lead to write articles for the newsletter and provide regular highlights on their activities.
* Consider topics for inclusion throughout the year and highlight key dates in the calendar relevant to the Specialist Sections area of practice.
* Adhere to our new brand guidelines by referring to our Brand Book.
* Send copies of all e-newsletters to the RCOT Library for archiving.
* Promote evidence-based best practice and encourage development of skills and knowledge within the specialism.
* Encourage membership of the Specialist Section and promote its activities.