

The Role of the Obituarist

- 1) Collate notifications of deceased members: notifications come from various sources e.g. from secretary/membership secretary/president/FRCC member. If I appear to be the first/only person to be notified, I e-mail details to the above and to the webmaster.
- 2) Send details of deaths to Chronicle editor by copy date to be published in next Chronicle.
- 3) Seek out potential writers of obituaries and ask for accompanying photo of deceased members, requesting that an obituary does not significantly exceed 500 words.
- 4) Collect written obituaries, checking and correcting any typographical, grammatical or spelling errors and send to one of the Journal Editors who deals with this aspect. Any hard copy received is put into an electronic format.
- 5) Prior to copy date of the Journal chase up any promised but unreceived obituaries.
- 6) Prepare annual report (list of deaths of members since last AGM papers) for the AGM papers.

Wendy Dodds, Obituarist. Reviewed May 2018.

Beatrice Haigh, Secretary. Reviewed and amended August 2023.