



## **Totle Athletic Club – Committee roles**

### **Magazine Editor**

The function of the Magazine Editor is to produce a good quality Club magazine three to four times per year.

This involves:

- Inviting and collating articles about the club and its members.
- Editing those articles and pictures and designing into a quarterly magazine ensuring accuracy and correct use of language and designing the content of the magazines.
- Attending committee meetings and giving a short verbal monthly report
- Working with the distribution volunteers to ensure everyone gets a copy of the magazine – either hard copy or electronically.
- Working with the printers to ensure a quality final product and that they are paid by the Club Treasurer
- Attending the A.G.M. and giving a short annual report to members.

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