



Magazine Editor

Job Description

- Role: Magazine Editor
- Responsible to: Club Committee
- Role purpose: To gather articles for the magazine, and distribute
- Commitment: Two magazines per year to coincide with planning meetings

Main Tasks

To gather information and articles for the magazine

Set out the magazine and send to the printers

Address envelopes, send out to the membership

Skills required

Organised and able to liaise with others

Able to do administration for magazine using Microsoft word or publisher programme or similar

Good communicator and enthusiastic, can persuade members to send in articles

Have good written English, grammar and spelling skills

Able to work to time schedule