

MAGAZINE EDITOR

Rôle Outline

To ensure the regular publication of a magazine, at the frequency decided by the Committee.

Main Responsibilities

The Magazine Editor is responsible for the regular publication of a document to inform members of the life of the Christchurch U3A, including advertising changes to Groups, activities and Leaders and promoting specified events or activities.

Tasks

- 1 Maintain a standard for the look and feel of the publication;
- 2 Plan and design each issue of the publication;
- 3 Collate contributions from members **and other potential contributors?**;
- 4 Seek and select photographs and illustrations;
- 5 Edit and format the contributions and pictures, including, if necessary, cropping or retouching for clarity and look;
- 6 Organise the proof-reading of the completed issue, and amend as required;
- 7 Produce the electronic master of the publication in the preferred format and copy onto a suitable media, eg CD-ROM or memory stick, in agreement with the printing contractor;
- 8 Decide the batch size in consultation with the Membership Secretary;
- 9 Arrange the dispatch of the printed issues with the members responsible for distribution;
- 10 Release an electronic copy, suitably formatted, to the Web Master for publication on the Christchurch U3A website;
- 11 Release photographs, not used in the Magazine, to the Web Master for display on the website, and to other members who may require them for promotional purposes.

Committee rôle

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 To report to, attend and participate in Committee and Officers' meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;
- 6 To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.