

Title: Committee Job Description: Magazine Editor	Page: 1 of 1
Reviewed by: Joe Garzaniti	Issue date: 1 st January, 2016
Next Review date: 1 st January 2019	Replaces issue dated: 1 st January 2013
Related Documents:	UNCONTROLLED IF PRINTED

The Magazine Editor is responsible for the production and circulation the Club Magazine.

In the execution of this role, the **Magazine Editor** will:

1. Perform the Role in accordance with the Club Constitution
2. Comply with the Club's Code of Conduct.
3. Produce and circulate the Club Magazine every two months
4. Liaise with the Web Master & Media Director to provide relevant information and photos and to ensure that communication media are coordinated and work together
5. Liaise with sponsors and contributors to the magazine
6. Maintain the confidentiality of Committee business
7. Make recommendations to improve the Clubs communication effectiveness
8. Be involved in the continuous improvement process
9. Be a team player and make the good of the Club the over-riding priority
10. Listen to Club Members
11. Prepare report for bi monthly club magazine
12. Perform any other duties as may be required

Change History:

1. 01/03/2011 Draft Document presented to Committee members for finalization.
2. 05/04/2012 Document approved
3. 01/01/2013 General Review
4. 01/01/2016 General Review. Add liaison with Media Director.

Committee Member Acceptance:

Date:

Name

Signature