



*ACT Walking for Pleasure Inc.*

## **RESPONSIBILITIES AND GUIDANCE FOR EDITOR OF *THE CAPITAL WANDERER***

The Editor of *The Capital Wanderer* is a volunteer of ACT Walking for Pleasure Inc. (the Club).

*The Capital Wanderer* is the quarterly newsletter of ACT WFP. It is published in

November for the Summer edition

February for the Autumn edition

May for the Winter edition

August for the Spring edition

### **Primary duties and responsibilities:**

- In preparation for publishing the newsletter, emailing Committee and Walk Coordinators requesting contributions for the next newsletter. All coordinators have a Word document template already setup for insertion of the walks.
- Receiving programmes from the Walk Coordinators
- Adding any relevant notices such as the President's message, details of away trips, AGM information and instructions for membership renewal (for Winter edition only) etc as required. Insert photos if space available.
- Preparing newsletter. Convert from Word into PDF.
- Sending email to person who is folding/posting, giving them approximate timeline so they can be prepared.
- Proof reading newsletter (two people required).
- Providing a copy of the newsletter to ACT Parks/Forests for them to check our walk locations with respect to any work carried out by them such as logging, burning off, road closures, that may restrict our activity to the area and amending the newsletter if any information is provided. Editor advises ACT Parks that any changes to be advised within three working days before being sent to the printer.
- Sending newsletter to the printer [Suzannah Walton <suzannah.walton@instantcolourpress.com.au>](mailto:suzannah.walton@instantcolourpress.com.au)
- Printer sends draft PDF version to Editor for final checking. If all correct request final print
- Emailing Membership Secretary advising that Address labels will be required within next few days
- Editor emails the person arranging folding to collect the Newsletter from the printer
- Editor forwards PDF copy of Newsletter to Webmaster, President and ACT Heritage Library. The Webmaster arranges to send emails to members who chose to receive the newsletter by electronic download.

### **Knowledge and skills required:**

Ideally the Editor is someone who:

- Has very good communication skills
- Is well organized
- Has a competent level of computing skills

### **Estimated time commitment required:**

Approximately ~6-7 hours quarterly.

This information is correct as at May 2019.