ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR *THE CAPITAL WANDERER* PROOF READERS

The Capital Wanderer proof readers are volunteers of ACT Walking for Pleasure Inc. (the Club).

Primary duties and responsibilities:

Proof read *The Capital Wanderer*, which is the quarterly Newsletter for ACT Walking for Pleasure, before it is distributed to members.

Knowledge and skills required:

- Skill in written English.
- Knowledge about Walking for Pleasure policies and activities.
- Able to find and correct typographical errors and mistakes in grammar, style, and spelling.

Estimated time commitment required:

Approximately three hours for each of the four newsletters published.

- Proof read at the start of November for the Summer Edition
- Proof read at the start of February for the Autumn Edition
- Proof read at the start of May for the Winter Edition
- Proof read at the start of August for the Spring Edition

This information is correct as at November 2018