

Job Description

Magazine Editor

Introduction

The post holder is usually a trustee and member of the Board.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

Under the Charities law, the Board of Trustees holds the ultimate responsibility for directing the affairs of the Gay Outdoor Club and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skill and experience required to successfully fulfil the role.

2. Associated Documents

This Job Description and person specification should be read alongside the Articles of Association.

3. Job Description

3.1 The editor is responsible for producing a magazine which adequately reflects the Club's standards and values.

3.2 Before the copy date for each issue, the editor will liaise with the cover designer, the membership secretary and the proof-reader to ensure that all elements of the magazine are sent to the printers by the due date.

3.3 Before the copy date for each issue, the editor will set up a provisional template, changing all the dates from the previous issue and amending the static pages (e.g. Who's Who; Group Contacts) when appropriate.

3.4 Immediately after the copy date for each issue, the editor will download the forthcoming events for the appropriate period, and edit them into a form suitable for print publication.

3.5 In each issue, as well as regular information and listings for forthcoming events, the editor will include news items, event reports and other relevant material in order to fill the available space, (a multiple of four pages).

3.6 At appropriate times during the year, the magazine will include advance notice of weekend and longer events. The editor will agree the schedule for this with the trustees.

3.7 In the May issue each year, the magazine will include nomination and resolution forms, together with details of any resolutions that the trustees have agreed to propose to the AGM.

3.8 In the issue immediately prior to the AGM, the magazine will include full details, including voting forms and a list of candidates for election.

3.9 In November of each year, the editor will draw up a publication schedule for the following year, which will be agreed with the printers and notify to the cover designer, the membership secretary, the proof reader and the trustees. (It will be the responsibility of the Group Liaison Officer to pass on the relevant information to group coordinators.)

4. Person Specification

The person appointed needs to be able to write clear, concise accurate English, be able to work effectively with other members of the team, and have the ability to work to deadlines.

5. General Qualities

The editor needs good IT skills, and to be adept at writing clear emails. They also need to be available to be contacted via the telephone.

6. Specific Skills and Experience

Experience in using desktop publishing software, (e.g. MS Publisher) is a distinct advantage, but it is not essential as training can be provided.

7. Appointment and Resignation

Trustees are usually elected each year at the AGM as per the Articles of Association. Although there is usually space on the board for members to be co-opted onto the board, these are generally used for securing individuals with skills and experience in fields required at the time. All trustees' terms of office are for one year only, and expire at the AGM. Existing trustees can offer themselves up for re-election each subsequent year, provided that they are sponsored as per the Articles of Association. Office holders who are not trustees are appointed by the board. Trustees and other office holders may resign at any time.

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