



## Club Magazine Editor : Role Description

### **Club Magazine Editor: (Stipend of \$200 pcm)**

Direct the production of the current format and contents of the Club's bimonthly digital magazine, with the support and assistance of the Club's appointed graphic artist and layout specialist.

Communicate requirements and "shoulder tap" members as needed for photographs of events and magazine articles to be prepared before the deadline before the 20<sup>th</sup> every two months.

At the monthly committee meeting, brainstorm and develop ideas relevant to the club's activities, members and interests.

Editing and proof reading content for grammar, style and accuracy.

On or around 30<sup>th</sup> every 2 months the final magazine will be issued via email to all members and posted on the website by the Club secretary.

### ***Estimated Time Commitment Required***

On average, 4 to 5 hours a week.

### ***Ideal Person?***

- Strong writing/proof reading skills
- Passion for Club Activities
- Strong organisation and time management skills

A full detailed task list for each bimonthly Club Magazine (prepared by the current Editor) follows:

### **Jaguar Drivers Club bi-monthly Magazine Task List/Production Cycle.**

1. Develop/create an Edition 'Folder' for the next publication
2. Create numbered Sub-folders – events & articles.
3. In these sub-folders establish:
  - a. Article, Date, Written by?)
  - b. Photos – labelled
4. Create a Word Document – 'Edition summary' which should contain:
  - i. Cover
  - ii. Past Events
  - iii. JLR Media Articles (access to their websites given)
  - iv. Future Events
  - v. Adverts
  - vi. On the NET
  - vii. Letters to the editor
  - viii. Club Member Benefits
  - ix. New Members
5. Create a JDCA 'BOX' folder on the BOX App <https://app.box.com> for this Edition to upload your
  - a. Folders –
  - b. Covers,



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- c. Events,
  - d. JLR Articles, etc.
- This should match your 'sub-folders' (see 2 above).
6. On the 20<sup>th</sup> every two months :
    - a. Prepare a Editor's Report to Committee and
    - b. Contact Bryan Hefer [Bryan Design] The Club appointed magazine graphic artist and layout specialist.
    - c. Tell Bryan everything is ready in the JDCA BOX App <https://app.box.com> for this Edition and give Bryan a copy of your 'edition summary' Word document (see 4 above).
  7. On the 27<sup>th</sup> approx. Proof read the next edition issued in draft by Bryan Design. Record and let Bryan know of any corrections & changes.
  8. On the 30<sup>th</sup> approx. Bryan will send out a Final compressed version of the Magazine, ready to be e-mailed out to the membership.
  9. Club Secretary will do a bulk mail out to the membership, advertisers, etc.
  10. Put a copy on the Website behind the paywall for member only access.
  11. Attend Committee meetings and send Editor's Report before each monthly Committee meeting.  
Purpose: to get Committee members' input on and commitments about who's writing what, and what events are coming up.
  12. Sit back and relax until the next cycle starts!