



JOB DESCRIPTION:

CLROC Magazine Editor

ROLE:

- Produce CLROC magazine.
- Maintain CLROC photo and document archives

RESPONSIBILITIES:

- Be prepared for and attend CLROC Committee and General meetings
- Maintaining electronic records of files and photos received for archives.
- Upkeeping the reputation and values of CLROC, Tread lightly Code and 4WD Code of Ethics. Protecting our accessing to private and privileged places through screening of details and images published.
- Disclaimer: The opinions expressed in articles and letters in the Canterbury Land Rover Owners' Club (Inc) (CLROC) newsletter/magazine are the authors' own views and opinions and do not necessarily express the policy of the CLROC. Editors and Committee reserve the right to edit any content submitted.
- Assist with production of other club projects as required and liaise with printers.

MAGAZINE:

- To collate current club activities, reports, concerns, commercial and member advertisements and any other relevant information for publication into an easy to read and professional, monthly magazine in print and electronic copy.
- To collaborate with the printing company, to have all content ready by the deadlines.
- Focus Print to produce magazine and send proof prior to printing and posting.
- Focus Print to access mailing list in OneDrive monthly for mail out list for postage. - Liaise with Secretary and Membership Officer (to have database updated by the magazine content cutoff date)
- Liaise with focus print and secretary at key times of the year regarding membership updates, extra mailouts to be included (August/September pre subscription renewals) etc.
- Manage deadlines and postage to enable magazines to be delivered to club members ideally in advance of the monthly general meetings.
- Send electronic magazine to associate members monthly
- There is no magazine for January.

MAGAZINE SPECIFICATIONS:

Layout: A4 folded in half and stapled. The cover to be equivalent to 160gm Card. The inside fill is to be equivalent to 70gm paper (white). The colour centre fold is for club photos. Options available for colour advertising on remaining colour pages.

An electronic copy will also be produced for website and new/associate membership usage.

Canterbury Land Rover Owners Club Inc. P.O. Box 13-275 Christchurch 8141

email: clroc.secretary@gmail.com

EQUIPMENT PROVIDED:

Laptop/bag

SOFTWARE/PROGRAMS/APPS PROVIDED:

Microsoft Windows office, gmail, onedrive, dropbox, CLROC website/social media admin access.

Email Address: clroc.editor@gmail.com

It is the responsibility of all Committee members to ensure all CLROC information held on home or business computers be duplicated in the CLROC OneDrive before being deleted or destroyed. Any hard copy is to be handed to the secretary.