



## JOB DESCRIPTION

### *TellTales* Editor

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#### **General description:**

Appointed by the Board<sup>1</sup> and reporting to the Communications Director, this position is responsible for production of the Sailing Club's newsletter, *TellTales*, which is published monthly 10 times a year, from September through June.

#### **Specific responsibilities include:**

1. Planning, assembling and editing written content, including: reports from directors/committee chairs; submissions from members; notices of meetings and events; other content of interest to members. The Editor may solicit written features or editorial assistance from volunteer contributors.
2. Assembling or creating visual content, including photos and graphics. The Editor is responsible for arranging photography of major Club events, and may solicit photos from volunteer contributors.
3. Producing 10 full-colour newsletters each year, in PDF format, suitable for posting on the Club website by the Club Webmaster. Newsletters may be created in the software of the Editor's choice. The number of pages will depend on content (average 12-14).
4. Producing and printing special mini-issues (4 pages) of *TellTales* to support major Club events, such as the Round Saltspring Race, if requested and if feasible.
5. Liaising with other members of the Communications Committee, including the Club Webmaster and Yearbook Editor, to share written and visual content, and to participate in communication planning.
6. Other functions and tasks within the above general scope of responsibilities, as assigned by the Communications Director.

**Comments:** the *TellTales* Editor requires some specialized skills and equipment. Some training and mentoring may be provided if needed.

**Anticipated time demands (after initial familiarization period):** average of 2 days per issue (20 days) over the year.

Date adopted by the Board of Directors: \_\_\_\_\_

Date of last review \_\_\_\_\_

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<sup>1</sup> **All Board-appointed positions are for one year terms, renewable annually on the recommendation of the Board member responsible for the position.**