



JOB DESCRIPTION

Yearbook Editor

General description:

Appointed by the Board¹ and reporting to the Communications Director, this position is responsible for production of the Club's annual Yearbook, which is published in March.

Specific responsibilities include:

1. Assembling, organizing and editing written content, including standing features. Much of this content requires only revisions from the previous year, and will be provided by Club Directors. The Editor may solicit volunteer editorial assistance.
2. Assembling visual content, including photos and graphics. Most photos will be provided by the *TellTales* Editor.
3. Assembling, in cooperation with the Advertising Coordinator, paid camera-ready ads for the Yearbook.
4. Producing a full-colour book ready for printing, and in PDF format. The Yearbook may be created in the pagemaking software of the Editor's choice. Number of pages will depend on content (average 100-110 plus covers and dividers).
5. Arranging for printing of Yearbook, including print specifications, solicitation of estimates, and print management.
6. Liaising with other members of the Communications Committee, including the Club Webmaster and *TellTales* Editor, to share written and visual content, and to participate in communication planning.

Comments: the Yearbook Editor requires some specialized skills, knowledge of preparation of electronic files for printing, and equipment. Some training and mentoring may be provided if needed.

Anticipated time demands (after initial familiarization period): 40-60 hours.

Date adopted by the Board of Directors: _____

Date of last review _____

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