



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR *THE CAPITAL WANDERER* DISTRIBUTOR

The Distributer of *The Capital Wanderer* (the Newsletter) is a volunteer of ACT Walking for Pleasure Inc. (the Club). *The Capital Wanderer* is the quarterly newsletter of ACT WFP. It is published in:

November for the Summer edition

February for the Autumn edition

May for the Winter edition

August for the Spring edition

Primary duties and responsibilities:

- Contact *The Capital Wanderer* Editor early in the mail-out month to introduce themselves, provide their contact details and discuss timing
- Contact ACT WFP Membership Secretary to produce the mail/address labels for the mail-out and to arrange collection/delivery of same
- Liaise with the ACT WFP Treasurer about payment for the mail-out. If the Treasurer cannot be present, the Distributor should pay for postage and seek reimbursement from the Treasurer (a claim form is included in the hand-over pack)
- Receive notification from the Editor on the day copy is sent to the Printer (Instant Colour Press 21 Rae St (access from Bayles St) Belconnen, [UBD Canberra Street Directory map 125 Belconnen Town Centre Map] Ph: 6253 1866) and collect around 4.00 pm.
- Prepare the hardcopy for postage:
 - 3 folds, ensuring the Office Bearers details are not visible,
 - Seal using 4 pieces of sticky tape – one on each side, two along the top
 - Affix labels
 - Make up batches of 10 using the thick rubber bands (in hand-over pack) (this helps the PO staff confirm the count shown on the PO lodgement form). Jam as many 10 Newsletter packs back into the printer's box as possible to compress the Newsletters
- Prepare Post Office lodgement document using previous mail-out doc. as reference
- Take to the Post Office (Kaleen Post Office, Shop 7, Kaleen Plaza, 97 Georgina Cres, Kaleen), assist person to remove rubber bands (keep the bands), stack Newsletters into trays
- Current postal charge is 0.80c/unit
- When the hardcopy is posted, notify the Webmaster, to send out the electronic version
- Contact the Vice President to arrange delivery/collection of the surplus unfolded Newsletters (~60+) for distribution to respective Walk Coordinators

Knowledge and skills required: Ideally the Distributor is someone who

- Has very good communication skills
- Is well organised

Estimated time commitment required:

Approximately 4-6 hours quarterly.

Hand-over Pack includes: Print Post Lodgement Form, ACT WFP Claim reimbursement Form

Mail-out Box includes: Rolls of sticky tape, tape dispenser and bag of rubber bands

This information is correct as at September 2018.