



ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR EDITOR OF *THE CAPITAL WANDERER*

The Editor of *The Capital Wanderer* 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:

- Receiving programmes from the Walk Coordinators. (All coordinators have a Word document template already setup for insertion of the walks.) Follow-up as required.
- Adding any relevant notices such as the President's message, details of away trips, AGM information and instructions for membership renewal (for Winter edition only) etc as required. Insert photos if space available.
- Preparing draft newsletter.
- Emailing Membership Secretary advising that Address labels will be required within next few days, and seeking advice on number of newsletters required to be posted to members.
- Sending email to person who is folding/posting, giving them approximate timeline so they can be prepared.
- Forwarding draft newsletter to proof readers (two people required).
- Providing a copy of the newsletter to ACT Parks/Forests TCCS.PublicLandUse@act.gov.au for them to check our walk locations with respect to any work carried out by them such as logging, burning off, road closures, that may restrict our activity to the area and amending the newsletter if any information is provided. Editor requests ACT Parks that any changes to be advised as soon as practicable.
- Sending copy to Compiler of WFP Week-by-Week Program and liaising on any additional amendments that may be required to the walk programs.
- Sending final draft newsletter to the printer sales@instantcolourpress.com.au.
- Printer sends draft PDF version to Editor for final checking. If all correct request final print.
- Editor emails the person arranging folding and posting to collect the Newsletter from the printer.
- Editor forwards Word and PDF copies of Newsletter to Webmaster, President and lodges copy with National E-Deposit (NED) program. The Webmaster arranges to send emails to members who chose to receive the newsletter by electronic download.

Knowledge and skills required:

Ideally the Editor is someone who:

- Has good communication and coordination skills
- Is well organized
- Has a competent level of computing skills

Estimated time commitment required:

Approximately ~7-8 hours quarterly.

This information is correct as at April 2024.