 ACT Walking for Pleasure Inc.

RESPONSIBILITIES AND GUIDANCE FOR THE COMPILER OF THE WEEK-BY-WEEK WALKS PROGRAM

The Compiler of the Week-by-Week walks program is a volunteer of ACT Walking for Pleasure Inc. (the Club).

Primary duties and responsibilities:

- Transfer the walks programs produced by the Walk Co-ordinators into the Week-by-Week program templates (Microsoft Word preferred).
- Save the Word files as individual files in PDF format, and generate an aggregated PDF file with a cover-page.
- Advise the relevant Co-ordinators and the newsletter Editor of any errors noticed, in time for corrections to be made before the newsletter is submitted to ACT Parks Land and Conservation for approval and/or sent to the printers for the printed-and-posted version of the newsletter.
- Provide the Week-by-Week program document PDF files:
  to the Membership Secretary: individual-week files to supply to people enquiring about our walks;
  to the Webmaster: who will arrange, at the appropriate time, for an email to be sent to members, with a link to enable download of the aggregated file.

Knowledge and skills required:
Ideally the Compiler of the Week-by-Week walks program is someone who:

- Has a competent level of computing skills

Estimated time commitment required:
Approximately 4 hours per season.

This information is correct as at May 2024.