

COMOX VALLEY YACHT CLUB

Position Description

Division: Vice Commodore

Job title: Bulletin Editor

Reports to: Vice Commodore

Term: 2-3 years

Type of position:
☒ Staff

Est. Hours/month: 8 – 10

General Description:

Responsible for compiling the CVYC electronic Bulletin.

Reporting to this Position: None

Meetings: None

Reports Required: None

Accountabilities:

- Must have access to a computer with relevant software (publishing or word processing/photo editing).
- Compiles and publishes the monthly Bulletin within one week of each Executive Meeting - September to June.
- Ensures timeliness of submissions to, and final distribution of, the Bulletin.
- In consultation with article authors, makes appropriate changes to the final document that are sensitive to the author's message while ensuring accuracy (i.e. facts, spelling, grammar, Club policies, etc.).
- Attentive to the overall look, consistency and readability of the Bulletin.
- Applies personal privacy considerations to the content of the Bulletin.
- Provides Bulletin editions to the Web Manager.

Key Contacts:

- Members of the Executive

Experience which may be helpful:

- Proof reading of grammar and spelling
- Editing skills
- Computer skills

