



U . A . S . C

University of Auckland Ski Club Inc
Est. 1966

Committee Job Description

Editor

Function: To produce newsletters and a magazine that informs members of information pertinent to the club and its members in general. Such events reported include general business, work parties, committee decisions, social events and stories of interest.

Responsibilities:

Contents

- The magazine should be interesting and informative. We need to publish at least 4 newsletters and hopefully 1 magazine per season. The first newsletter should go out well before the season starts, so members can be made aware of new booking information, procedures etc. After that, a newsletter every 6 weeks approx is good.
- In general, magazines / newsletters have the following basic layout.
 - Editorial – a brief ramble about snow conditions, a call for contributions to the magazine, a short outline of what is contained in the magazine.
 - Presidents Report – again, brief and informative.
 - Lodge / custodian report
 - A few jokes, cartoons, photos, amusing tales from the log books
 - Social report – future parties, past parties, drinking nights
 - A report of the activities of club members outside snow sports
 - Bookings information
 - Any for sale / wanted advertisements
 - Details of upcoming events, meetings etc.
 - Anything else
- The first issue each year should 'initiate' new members. It should contain details of the AGM, President's Report, committee members list, directions to the club, outline of duties / expectations, booking rules and cancellation information, season calendar of events, liaison officer contact details etc.

Liaising with committee and members about contents

- Before producing each magazine / newsletter, contact all committee members to ask them if they have anything that they need printed. Contact some members that you know (outside of committee) to ask them if they think any useful information needs to be included. In doing so, we hope that this information is then useful to others as well. It is especially useful to ask new members what information would be useful.

Printing

- Most newsletters can be sent via email and then posted online, make sure to contact the webmaster.
- General photocopying can be done at AUSA, you will need the account card from the Secretary or President.
- Printing of magazines can be done at the university printing centre, try and get special club rates. Advise Treasurer or President before printing, we may be able to get grants to cover costs. Stamps and envelopes (if needed) are available from Whitcoulls on the Club account.

Hints

- Compile the magazines and newsletters as things come to mind, rather than trying to sit down and trying to hammer something out all at once. Ask others for suggestions.
- Try and keep a consistent format, fonts etc.
- Make sure to include sponsors logos and AUSA logo on the first page somewhere.

Need anything else?? Talk to the AVP if you are unsure of anything.