

BRITISH ANTARCTIC SURVEY CLUB

ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS:

TITLE: Magazine Editor
ROLE: The committee member responsible for creation, editing of material and publishing a BAS Club Magazine.
RESPONSIBILITIES: <ol style="list-style-type: none">1. To produce Two Magazines per year one in December and one in May.. The May issue is published in late April or early May to include material about the AGM & Reunion which the membership needs to have in advance.2. Solicit material and photographs for publication. These to include<ol style="list-style-type: none">a. Obituaries, Tributes, In memoriam of deceased colleaguesb. Notification of any relevant BAS Club newsc. Notification and updates of any relevant associated with the British Antarctic Surveyd. Articles that maybe of interest to BAS Club members3. Liaise with the Club Secretary and others working at BAS and SPRI on finding sources of stories that will interest Club Members.4. Log in material as it arrives, transferring to PC. Acknowledge to authors. And check there are illustrations.5. Edit material and check, if necessary, with authors.6. Ensure any inserts are included7. Arrange for printing of the Magazines8. Arrange for despatch of the Magazine by post9. Send web-quality pdf for putting on Club website.10. Send invoices for printing and postage to the Treasurer for payment.