

Editor of the “RAY” / Press Officer (“the Editor”)

1. Purpose

The core purpose of the Editor is to produce the Society magazine and manage the external dissemination of information to local media.

2. Duties

The main duties of the Editor include:

- Production of the “RAY”;
- Liaising with Secretary and other Committee members (e.g. RA delegates) to pass on important information to members.
- Co-ordination and editing of articles from members and other sources;
- Co-ordination of the printing and mailing of the “RAY”;
- Managing contact to/from local media; and
- Attendance at Society and Committee meetings;

This list is not exhaustive and the Editor may be requested, from time to time, to undertake other ad hoc duties and responsibilities on behalf of the Society.

3. Accountabilities

The Editor will, again, be ultimately responsible to the Membership of the Society.

On a day to day basis they are is accountable to the Secretary, Officers and other members of the Society Committee.

4. Working relationships

The Editor will often work directly with the Secretary and other members of the Committee.

5. Other notes

The position of the Editor can require the incumbent to source / write articles themselves if members are not forthcoming. It is also important that the Editor is able to work to deadlines (the “RAY” needs to be sent approx a week before the members meeting).