



EDITOR PROFILE

Responsible to: The Lace Society Committee

Main Purpose of Post : To produce four Newsletters a year for issue in February, May, August and November.

Responsibilities:

- To source and collate articles and patterns the Newsletter.
- To produce the layout of the Newsletter and burn onto CD ready for printing.
- To arrange for the Newsletter to be proof read, prior to printing and to check and approve the final proof from the printer ready for production in due time.
- To source advertisers for the Newsletter to provide an income to help offset the production costs.
- To liaise with the printer regarding layout, costings, page numbers of the Newsletter.
- To provide an annual update of all Newsletter printing, postage, envelopes and labels costs, also advertising revenue at the October Committee meeting.
- To produce layout of pattern booklets and burn onto cd for printing.
- To liaise with the printer regarding costs and layout of printing pattern booklets.
- To provide half yearly/annual petty cash accounts to the Treasurer for auditing.
- To provide reports to the Secretary for each Committee meeting, 3 weeks before the meeting date in the agreed Lace Society format. These reports to be as a Word document and/or Excel spread sheet.
- To carry out, under direction of the Chair, such suitable duties, as time to time decided by the Committee.

MJW April 2017