



Owners' Club of Australia
(Victoria Division) Incorporated
ABN 85 862 959 314

Position Description - Editor
(Voting Officeholder Member of the Club Committee)

Governance:

- The Editor is one of nine voting Officeholders and a Member of the Committee, as listed in the AROCA (Vic) Incorporated Association Rules (Section 24.1),
- The AROCA Vic Inc. Association Rules provide the Club Committee may consist of up to nine elected Officeholders and two elected Ordinary Members (Section 23.3). The Executive consists of the President, Secretary and Treasurer (Section 26).
- The Editor shall be familiar with and conduct Club business according to AROCA Inc. Assoc. Rules.
- The Editor shall be familiar with and abide by AROCA (Vic) Governance Principles adopted by the Committee 29th November 2023
- No single Committee or Co-opted Member has the individual power to:
 - Manage the affairs of the Club.
 - Make a decision on behalf of the Club.
 - Enter into contract on behalf of the Club.. . . Unless the power to do so is delegated to that person or position by resolution of the Committee.
- The Committee will, by resolution, make such delegations as are required to enable each Committee Member to carry out their Position Description.
- The Editor shall be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee 29th November 2023
- The Editor shall perform the functions of the Editor role as set out in this position description adopted by the Committee 29th November 2023
- Prior to the start of the Club' financial year, the Club Committee shall
 - Liaise with the Editor to specify the number of magazines to be produced during the following 12 months.
 - Liaise with the Editor and Advertising Coordinator to allocate a budget to provide for the editorial and production costs of the magazine for the following 12 months.
 - Specify a magazine production calendar for the following 12 months.
 - Ensure suppliers direct invoices to the Club Treasurer for timely payment.
 - Specify in liaison with the Editor what, if any, categories of out of pocket expenses paid by the Editor in the course of this role will be reimbursed by the Club Treasurer.

Role:

To ensure the AROCA (Vic) magazine:

- Is produced within the allocated budget and according to the production calendar approved by the Club Committee.
- Meets the information needs and interests of Club Members.
- Ensure the Club acts legally, morally and ethically in all of its dealings and that activities and events positively reflect the proud history of the Alfa Romeo marque.

Reporting

- The Editor reports to the Club Committee
- The Editor shall prepare a status report to the Club Committee not less than seven days before each Club Committee meeting.
- The Editor shall liaise with the Public Relations Officer, Newsletter Editor, Advertising Coordinator, Social Media Coordinator and Web Site Content Coordinator to organise timely delivery of information to Members and to appropriately promote Club advertisers and sponsors.



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- In consultation with the Advertising Coordinator, the Editor shall present to the Committee a written report on the magazine and its advertising performance prior to the close of the Club year for presentation at the Annual General Meeting.
- The Editor shall Liaise with the Public Relations Officer, Newsletter Editor, Advertising Coordinator, Social Media Coordinator and Web Site Content Coordinator to present to the Committee a written report on the performance of Club media prior to the close of the Club year for presentation at the Annual General Meeting and help present that report at the Annual General Meeting.

Responsibilities:

- Seek competitive quotes for design template, content layout and print production at least every three years.
- Create a costed magazine production schedule for the 12 month period covered by the magazine budget and submit to the Club Committee for approval.
- Ensure Club events are reported in the magazine in timely manner by:
 - Attending activities, writing text and taking photos personally.
 - Liaising with Club Committee Members, Co-opted Members and Register Captains in timely manner to secure content (text and photographs) relevant to their portfolios for all issues of the magazine.
 - Delegating others to prepare text and photographs for reports.
 - Encouraging and seeking out relevant article topics among Club Members and external sources, including Alfa Romeo Australia, sponsors, advertisers, etc.
- Draft a table of contents list including advertising for each issue of the magazine and submit that list in timely manner to the Club Committee for the Committee's input and approval.
- Collate and paginate all text and photographs as articles and review all articles:
 - For correct grammar, spelling and context.
 - To ensure content is non-offensive, non-defamatory, etc and cannot be construed as such.
- Liaise with the Advertising Coordinator secure advertising material booked for each issue.
- Be the main contact for all production enquiries regarding the magazine.
- Deliver content in timely manner to the appointed suppliers.
- Review production proofs, mark up corrections and changes required and provide written feedback to the appointed suppliers.
- Review, approve and sign off final proofs in timely manner for printing.
- Arrange delivery of magazines to the:
 - Current Membership list in liaison with the Club Membership Secretary.
 - Current list of AROCA (Vic) partners (Alfa Romeo Australia, sponsors, advertisers, etc).
- In liaison with the Club Committee, regularly review the technologies and platforms available for producing and distributing the Club magazine to Members.
- Where practical provide at least one Club Meeting Guest Speaker appropriate to Members' interests per year in liaison with Committee Members.
- Manage communication and document storage via AROCA link editor@alfaclubvic.org.au

This position description was adopted by resolution of the Club Committee on 29th November 2023