

The BMW Club Editors' Job Description

To be responsible for the production of The Journal from the receipt of contributions from members and advertisers to its despatch to the printing house.

- *Manage the work of the Editorial Team in collating and typesetting the contents of each edition of The Journal to produce a document suitable for supplying to the printing house to an agreed timescale.*
- *Investigate and, when appropriate, recommend the purchase of computer hardware and software to allow efficient production of The Journal.*
- *Interpret and publish Editorial policy and Club rules regarding content and presentation.*
- *Ensure that the content of The Journal is, as far as possible, representative of all members' interests.*
- *Ensure that all ages and types of BMW motorcycle are depicted in The Journal.*
- *Ensure that all aspects of the Club and its' activities are portrayed in The Journal..*
- *Ensure that space is available to publicise all Section and Register events.*
- *Encourage and support members who wish to contribute to The Journal.*
- *Maintain, in conjunction with the General Secretary, the lists of Club Officers published in The Journal.*
- *Liaise with other National Committee members as required when determining policy.*
- *Take an active part, as a National Committee member, in the running of the Club.*
- *Actively manage the commercial relationship with the printing house.*

This version approved by the NC on 13th June 2020