



Victory AC

CLUB FLYER PRODUCER - JOB DESCRIPTION

The producer of the Flyer is a non-committee role carried out by a paid up member of Victory Athletics Club.

Main Purpose of Role:

The objective is to deliver information to club members in the form of an email on the following:-

- Forthcoming events, including arrangements for travel to races
- Results and reports
- Social events
- Events of interest to other runners

There are some pre-requisites:-

- An email id and account.
- Broad band is a must – not sure too many people have narrow band.
- Be committed to be available to action the Flyer each week.

Weekly Process:-

- Members send events to the Flyer id (just a post box, no access required) and these are re-directed to the person doing the Flyer.
- On a Wednesday evening using an old Flyer, copy the header and start a new one, changing the dates
- Put the Flyer together, format is normally key messages at the top e.g. memberships due, then forthcoming events, then reports, then the social and AOB.
- The editor had editorial rights – if something is not right or sensitive it is the editor who has the final say.
- If you add a comment – used *Ed*.
- Send out to a distribution list.

Other Points:-

- Maintain the distribution list on your id and keep in line with the membership secretary
- Some email systems are more awkward than others with limited dists list and need attachments manually adding
- Vacation – find a deputy. Kevin McTaggart, Jim Clow and Pete Drury can do it.
 - Before this can be done the flyer id needs to be switched by Graham Coleman – request by email