



## **National Editor and Website Co-ordinator Job Description - Two Year Post**

### **General duties**

1. Work closely with all members of the National Executive to carry out the business of the Association.
2. Attend all National Executive weekends which comprise of;
  - a. Executive meeting (generally Friday) and social event with local Tangent club (not generally Scottish & Irish lunches)
  - b. All seven Regional Lunches and any other events as required
3. Attend the AGM planning meeting weekend in January (Friday – Sunday).
4. Prepare reports and progress actions in line with the diary of the year.
5. Attend the National AGM from Thursday to Sunday, to present prepared reports, give information, and answer questions on all aspects of the role.
6. Reasonable expenses incurred on the Association's behalf are reimbursed.
7. Submit a brief article for each edition of the Tangent Newsletter, which can also be posted on the website, to meet publication deadlines.
8. Keep the Editor's area up to date on the website.
9. Attend Round Table Family Committee meetings if required.
10. Be the regional contact for a Tangent region as agreed with the Executive; send regular emails with information.
11. Assist with sales items at Regional lunches as required.
12. Ensure that all work is regularly backed Provide accurate and up to date information on the role of Editor and Website coordinator for the next post holder, and provide handover documents.
13. Ensure that all work is backed up to the Executive Dropbox.

### **Specific duties:**

#### ***Editor for Tangent News***

1. Prepare 3 editions each year, with copy dates in early May, early September and early January that will be published in Summer, Autumn and Spring. (As a guide this year's copy dates were 11/05/17, 11/09/17 & 11/01/18)
2. Receive articles and photos from members and clubs and prepare for publication. This will include ensuring that grammar and punctuation are correct and that the meaning of the article is clear to the reader.
3. Look for opportunities to bring in articles and encourage and support contributors
4. Prioritise articles, organise and plan the layout of each edition of the magazine, presenting articles positively
5. Liaise with the printers, providing printer with up-to-date database for mailing magazine to club contacts etc
6. Maintain a list of 'passing friends' for publication in the magazine

7. Ensure that significant upcoming events are included in the magazine, ensuring that important booking details are included.
8. Prepare an editorial for each magazine.
9. Proof read documents and draft magazine proofs.
10. Liaise with the National Exec Administrator and Secretary about numbers of magazines, circulation lists and additional documents to be included in the mailings.
11. Arrange for the upload of each edition of Tangent News onto the website as it is available.

**Website Co-ordinator** <http://tangent-clubs.org/> (Hosting the site and emails is provided by the same provider)

1. Be confident using the internet
2. Provide liaison for the National Exec to the website hosting company
3. Support and liaise with the members of the National Executive and the email host provider to ensure that emails are correctly allocated to the person holding the post.
4. Act as webmaster, uploading material from members, clubs and the National Executive. Create links to documents and other sites.
5. Promote events, maintain the posts and events on the website including withdrawing events as they have taken place.
6. Update the posts at the top of the site.
7. Update pages as necessary e.g. refresh photos of the exec, add blogs, any news that individual exec members make have.
8. Update the obituaries regularly and include written obituaries about individual members if they are submitted.
9. Maintain the Club Finder, adding new clubs or removing clubs that have disaffiliated
10. Receive booking forms from Regional Lunch committees or any other national or international advertised event. Create posts on the site to advertise the events. Ensure that the booking details are accurate and that links work so that forms can be downloaded.
11. Act as photographer at Regional Lunches, organise and upload to the website
12. Update/clean the website after Tangent National AGMs

### **Administrator of Social Medias**

1. Be confident in using social media or prepared to learn.
2. Post on Social Media (FaceBook and Twitter) as the user Tangent Clubs.
3. Administer the FB group "Tangent Clubs", including giving permission to requests to join the group. This is a closed group restricted to members of the 4 club family only.
4. Create events about upcoming activities e.g. lunches / conferences / charity events/balls/special events.
5. Regularly check to ensure that the group page is maintaining the spirit of the organisation.
6. Keep the group's members informed about club activities and charity news.
7. Refresh the cover photo as appropriate.

### **Links between roles**

Whilst there are three strands to the role, there is a general interface and it is helpful to make links between them - that way they work best for this role and for Tangent. This particularly applies to the website and FaceBook Group which benefit from regular attention. When promoting an event on FaceBook e.g. an upcoming lunch or charity event, it is

important to make sure that the booking details and necessary forms are available to be downloaded on the website. Forms provided by the National Secretary and mailed out are also added to the website. Be aware of privacy protocols.

Ensure that each aspect of the role (Social Media / Tangent News / Website) adheres to the rules, constitution and Code of Conduct of NATC, are respectful of others and comply with equality and diversity laws. Maintain the Tangent Photo Archive and upload photographs of lunches and other events

This job description is not exhaustive and should be renewed annually in light of organisation changes.

*Reviewed November 2016*

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