

Vancouver Bicycle Club
Roles and Responsibilities
Editor
January 2019

1. Gathers information of interest to the club, writes short articles, attaches relevant photos, and sends them to the webmaster who pastes them into a formatted CE email.
2. The frequency of these e-newsletters is flexible, and the editor coordinates production with the president.
3. Edit others' contributions to the e-newsletter.
4. Takes notes of discussion and decisions made at club and board meetings that would be pertinent to the newsletter.