
EFAA Field Archer Editor Hand Over Documentation

The Constitution:

Editor of the Field Archer shall:

- (1) Edit the journal of EFAA known as the Field Archer, in accordance with the wishes of the Committee.*
- (2) Report to and advise the Committee on matters concerning the journal.*
- (3) Publish and supervise the distribution of the journal at appropriate times.*
- (4) Arrange, form and, if obtained, follow up and arrange for invoicing of all advertising for the journal.*

Main Role

The Role

The Editor shall:

- Act as editor of the journal of the EFAA, known as the Field Archer, in accordance with the wishes of the committee and the EFAA members.
- Advertise for items for inclusion within each edition of the Field Archer.
- Check with the advertisers that their adverts are still correct, required, and relevant.
- Obtain and edit items from club secretaries, members, and the IFAA.
- Publish major shoot advertisements, results, and reports.
- Advertise club shoot dates in the shoot calendar.
- Keep committee information and club directories up to date.
- Report to and advise the Committee on matters brought up by members that may be controversial.
- Arrange the publication of the journal quarterly, January, April, July, and October.
- Liaise with the publisher to have the magazine returned to the editor for distribution within good time to reach members by the 1st of each quarter.
- Obtain postage labels from Membership Secretary to ensure magazines are posted to the correct members.
- Pack and label the magazines ready for posting.
- Post magazines in accordance with the local posting protocols (either stamps or as franked mail)
- Inform the membership secretary of any returned magazines, (no longer at this address), for removal from current data base.
- Return any unused magazines to the Membership Secretary for use with new members.
- Liaise with the treasurer regarding invoices for the advertisers within the magazine.