

Publications – Section 6.3.3

6.3.3 Duties of Publications Committee Members

6.3.3.1 Committee Chairman

The Chair of Publications is responsible for:

- (i) Co-ordinating the activities of the Publications Committee in order to produce quarterly issues of the *Gazette* and *Guild News* to a defined standard of quality and to an agreed timetable.
- (ii) Liaising with Artytype to ensure that copy and print deadlines will be met.
- (iii) Working within an agreed budget, where this has been defined.
- (iv) Periodically reviewing the Typography and Language Guidelines document used by authors and contributors.
- (v) Advising the editors of the *Gazette* and *Guild News* when they seek clarification on Guild policy regarding content.
- (vi) Liaising between the editor of *Guild News* and members of the Management Committee to encourage the submission of informative reports.
- (vii) Reading and signing off the final proofs of the quarterly publications prior to them going to print.
- (viii) Providing direction and, where appropriate, editorial input to secondary publications.
- (ix) Liaising with the Events team with regard to meals and accommodation bookings for members of the Publications Committee attending Guild events.
- (x) Checking and signing off expenses claims from the Publications Committee.

6.3.3.2 Gazette Editor

The Gazette Editor is responsible for:

- (i) Collecting or producing material in sufficient quantity and quality to provide the 'creative' content of each *Gazette*. The actual number of pages required may vary from issue to issue, depending on advertisements and other 'non-creative' content.
- (ii) Editing contributions as necessary. Assistants may be invited to help with this process.
- (iii) Proof reading all content.
- (iv) Submission of copy to Artytype to be typeset.
- (v) Working within an agreed schedule to enable Artytype to meet print deadlines.
- (vi) Proposing stylistic changes where appropriate to maintain a contemporary appearance.

6.3.3.3 Assistant Gazette Editor

There is not normally an Assistant Editor. However, during a period of editorial handover, the incoming and outgoing editors may assist each other to ensure a smooth transition. The Editor may also appoint editorial assistants at will (see above)

6.3.3.4 Advertising Manager

The processing of advertisements in Guild publications is performed entirely by Artytype. The person responsible for dealing with this is appointed internally by them.

6.3.3.5 Press Digest Controller

Responsible for identifying and forwarding items of interest from the model railway press and other sources to the Guild News and Gazette Editors. This post has been unoccupied for some time

6.3.3.6 Trade Liaison Officer(s)

A TLO is responsible for:

- (vii) Gathering new product information from traders and compiling the Trade News section of the Gazette (the primary responsibility). This may take the form of visiting trader stands at shows or sending out invitations to submit content by e-mail, which is then edited into a house style and submitted to the Gazette Editor with photographs.
- (viii) Acting as a point of contact for members who may be having difficulty contacting a trader - possibly because they are not internet connected or because a trader's details are not up to date on the Guild website.
- (ix) Acting as a go-between when communication has broken down between a trader and a member. However, TLOs do not get involved in disputes between members and traders beyond trying to calm waters as they have no power of adjudication.

6.3.3.7 Photographer

The Publications photographer should attend Guild shows and is responsible for:

- Photographing the show to support a report in Guild News.
- Photographing new products brought to the Publications table by traders.
- Making the photographs available to the TLOs and other people who need them.

6.3.3.8 Guild News Editor

The Guild News Editor is responsible for:

- (x) Deciding which news items that are current and determining an order of priority.
- (xi) Working with Guild Officers to obtain relevant and timely information.
- (xii) Writing news reports with context, explanation and history where important to understanding.
- (xiii) Collating and editing news items from Guild Officers, members, and other organisations.
- (xiv) Collating and editing show reports, obituaries, group reports, overseas reports, notices of upcoming events and classified ads from Guild members.
- (xv) Maintaining lists of Guild and Club contacts.
- (xvi) Providing full copy (text and illustrations) to Artytype.
- (xvii) Reviewing page layout and working with Artytype to resolve any problems arising from the page layout.

(xviii) Reviewing page proofs before submission to the printer.

6.3.4 Budget Preparation and Control

6.3.4.1 Printing Contract Procedure

An SLA is drawn up by the Guild Management Committee for all external print and administration services.

6.3.4.2 Budget Preparation

6.3.4.3 Budget Control