

New Zealand Miniature Horse Association Inc



Tinytales Editor Job Description Contract Position

Primary Responsibility

To receive copy and advertising, design, set and produce the New Zealand Miniature Horse Association Inc (NZMHA) bimonthly magazine, Tinytales, and distribute it.

Key Tasks

- To prepare and distribute a quality bimonthly magazine for NZMHA;
- To receive inserts from NZMHA from the printer for distribution with the magazine;
- To provide the magazine in a timely manner in accordance with the publication schedule set by NZMHA;
- To ensure that the NZMHA Conditions of Advertising are adhered to by ALL advertisers;
- To ensure that every NZMHA member is treated professionally and in the same manner and avoid any opportunities for allegations of bias;
- To submit a report of activities and issues in relation to the magazine to the NZMHA President no less frequently than a week before each NZMHA Council meeting;
- To notify the NZMHA President immediately of any contentious issues/problems when they arise so that the NZMHA President is informed and can provide support/backup when/where required. To forward copies of all rejected advertisements to the NZMHA President along with the Editors justification;
- To receive, bank and receipt (as required) advertising monies;
- To maintain an accurate financial summary as required to assist the NZMHA Treasurer to ensure actual and timely fiscal reporting is available to NZMHA Council for each and every issue;
- To make suggestions in relation to advertising rates, rules and standards;
- To investigate opportunities to increase revenue and/or decrease cost without detrimentally effecting the quality of the magazine and to make recommendations on these;

Reporting

- This position reports via the NZMHA President to NZMHA Council with fiscal reporting to the NZMHA Treasurer;

The Editor must take care not to:

- Represent that they speak on matters of policy without being clear that that authority has been given by Council;
- Act in a way that is detrimental to the interests of NZMHA or its members;
- Allow themselves to be put in a conflict of interest position by becoming involved in the affairs of other miniature horse associations;
- Become involved in "politics" and disputes between members;
- Be put in a compromising position or be seen to have a conflict of personal interests.

Signed On behalf
of NZMHA _____

The Editor: _____

08/2004

