

Editor Qualities and Duties 2018

- Community minded
- Able to work well with the team
- Open to suggestion; flexible
- Creative
- Ideas for columns; willingness to approach people
- Try to find roving reporters; Gerri Doherty will take photos as needed
- Conscious of VISTAS Vision:

The VISTAS community newspaper is in its fourth decade of production. We aim to provide interesting articles about your friends, neighbours, activities available in the community, and items of concern to the Alta Vista area. We encourage involvement and discussion from our readers and look forward to reading your emails, letters and submitted articles. Your VISTAS team will do its utmost to continue to provide a quality newspaper which will be an enjoyable read for your home.

- All staff are volunteers
- Paper is published from September through June each year. No paper in July or August.
- Discerning regarding articles and letters (Conscious of legal ramifications.) Respond respectfully.
- Write editorial column. Have fillers should you need them. Look for graphics - not copyrighted.
- Send out E-mail at the beginning of each month requesting input from columnists, schools, places of worship. (We now have an editor for schools and places of worship. She will collect them and pass them on to editor@vistas-news.ca)
- Receive E-mails through month and respond to them
- Take content of E-mails and save and file them in an organized manner for editing. After editing, move them to VISTAS cloud storage for John to access them for placement in the paper.
- Collect community events as they come in and put them into a file to be edited and formatted - need to be in date order and concise.
- Middle of month is the time to edit articles (or Editor can do it as the articles come in. Should take about 2 1/2 to 3 days. Missing column articles need to be pursued.
- Receive ads from Jim on the 15th; these are shared with John, our graphics person. He is to place those in the paper monthly. Jim provides a list of each business which places an ad, the size of the ad, and whether it is a repeated ad or a new ad. He also provides the list of classified ads, noting changes. Editor makes changes to the classifieds and sends them to the cloud.
- The paper has a date each month by which it has to go to print. Co-editors work together closely, looking for errors, filling white space. There may be 4 or 5 drafts. Watch out for Index changes. Some turnaround times from the middle of the month to the date the paper goes to the printer will be shorter than others. Keep the dates in mind and work quickly when you need to.
- The first draft gets passed from John to other co-editor and Jim (advertising) so Jim can check the ads.
- The final version .pdf gets uploaded to the website when the papers arrive for delivery.
- In December, Ernie (distribution) sends a list of deliverers and Editor prepares labels for the envelopes which hold the thank you and the \$5 gifts.
- VISTAS Board meetings held about 3 times a year unless something happens which would require a meeting to be called. All Board members are to attend.
- Monthly bills get paid by Catherine. She sends out invoices based on billing summary provided by Jim when the paper is published. A 5th consecutive ad is 50% and the 10th ad is free. She maintains the books on Quickbooks and brings reports to our meetings. She pays our Directors' Insurance and any other costs we have. Once a year, she goes to the bank to get \$5 bills to go to our delivery folks.
- Ernie receives all the papers and delivers them to his captains who deliver them to the individual deliverers. He provides a list of deliverers to the paper for publishing each month, as well a list of street names which need someone to deliver their papers. This is also published in the paper.