

**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.