

Editor Beekeeping Magazine

1. To promote and support the DBKA and its members in achieving its aims and objectives.
2. You shall be a DBKA Officer and a member of the DBKA Executive Council (EC).
3. You are to be responsible for producing ten copies of Beekeeping magazine each year - months of issue to be agreed with the EC.
4. You are to be responsible for calling for Diary Dates from the Branches.
5. You are to liaise with advertisers for copy, invoicing, etc.
6. You are to collect articles, images, letters, notices for inclusion in the magazine.
7. You are to be responsible for the proof-reading of the magazine; for sending a proof copy to the printers; and for checking the proof copy.
8. You are to arrange, every two years, for copies of Beekeeping magazine to be bound for the Archives.
10. You are to produce a listing for direct mailing of Beekeeping magazine, and e-mail the updated file to Newton Print by 18th of the month for direct mailing of the magazine.

Independent Subscribers

1. You are to respond to all enquires received from those interested in subscribing to Beekeeping magazine.
2. You are to maintain a register of those who have paid to subscribe to Beekeeping magazine.
3. You are to record details of subscription start & end dates to enable timely issue of reminder notices.
4. You are to pass to the DBKA Membership Secretary, ten times a year, details of current UK based subscribers for inclusion in the listing sent to Newton Print for direct mailing of the magazine.
5. You are to receive sufficient copies of the magazine, ten times a year, to cover the requirements of current overseas subscribers, and are to enclose these magazines in envelopes and mail to the overseas addressees.
6. You are to prepare and pass to the DBKA Gift Aid Treasurer an annual return detailing monies received from qualifying UK based subscribers.
7. You are to calculate each year annual subscription rates for overseas subscribers.