
Position Title: Specifier Editor

Edit and publish Chapter Specifier to inform members of the activities of the Association and Chapter.

Responsibilities:

- 1) Publish one Specifier for each month of a Chapter meeting.
- 2) Ensure the following disclaimer is included in each Chapter Specifier:
 - a) "The opinions and comments expressed by the authors do not necessarily reflect the official views of Construction Specifications Canada. Also, appearance of advertisements and new product or service information does not constitute an endorsement of products or services featured."
- 3) Mailing List
 - a) Maintain and use Cloud Based Mailing List
 - i) Obtain accurate and current Chapter mailing list from the Membership officer.
 - ii) Include potential members on Specifier mailing list.
 - iii) Maintain mailing list of business card advertisers for the Specifier and solicit advertising. Coordinate invoicing for business card ads with the Treasurer.
- 4) Obtain Chapter meeting details from Program officer and publish prior to Chapter meetings identifying date, location, time, subject, speakers or panel, brief description of subject content, and cost of meal.
- 5) Obtain report for each issue of Specifier from each of the elected and appointed Chapter officers.
- 6) Promote programs and services of the Association, including the National Conference as well as the Chapter and National Annual General Meeting.
- 7) Publish notices of Chapter nominations and publish Chapter election results requested by Chapter Executive Committee.
- 8) Prepare Specifier annual budget for approval by Chapter Executive.
- 9) Send Specifier to the Board Directors.

Range for expected Time Commitment: 6 to 8 hours per month, with an additional 6 to 8 hours of meetings when formulating annual technical program in the months before the start of the program year.