

***The Cascade* Distributor contract**

Rate of pay: \$90 per issue

Job summary:

The Distributor is responsible for carrying out circulation of *The Cascade's* print edition throughout the Fraser Valley, including but not limited to UFV campuses in Abbotsford, Mission, and Chilliwack, branches of the Fraser Valley Regional Library system, and local coffee shops. The Distributor also works closely with the Business Manager to determine the best methods for distribution, and to maintain and track readership count.

In addition, the Distributor works as a community representative, building *The Cascade's* presence and recognition around UFV and the surrounding areas.

At all times, the Distributor must adhere to the Cascade Journalism Society's bylaws, Code of Conduct, and other policies, as well as adhere to the Canadian University Press Code of Ethics. At all times the Distributor will behave in an ethical manner as a representative of *The Cascade*.

Duties and responsibilities:

1. Distributors must begin circulation no later than two hours after the newspaper is available for distribution.
2. The Distributor must complete circulation on the same date that the paper is published.
3. In conjunction with the Business Manager, the Distributor must continually be seeking, and potentially building, the best possible points of circulation and means of display.
4. The Distributor must provide the Business Manager with a floor map or listing of all points of distribution, when prompted.
5. The Distributor is responsible throughout the given week to maintain their main distribution points for newspaper tidiness.
6. In conjunction with the Business Manager, the Distributor must ensure that their region is being effectively covered.
7. The Distributor is responsible for ensuring that at the end of each issue cycle all of the newspapers are recycled as per *The Cascade's* recycling policy.
8. The Distributor must ensure that each business or other external location receives the correct number of issues per week.
9. The Distributor must maintain an issue pick-up count each week and report it to the Business Manager.
10. The Distributor is responsible for placing eight unfolded copies of each issue in its correct location within the archives.
11. This position requires equipment for contacting internally and externally. The contractor will provide their own equipment needed. I.e Laptop

12. As a contractor this position requires billing for work completed. Issue an invoice to the Cascade on a weekly basis.

Qualifications

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one credited course during the Fall/Winter semesters.
3. Must be available to distribute new issues of *The Cascade* on Wednesdays.
4. Must be able to deal effectively with Society and university staff, students, and the general public.
5. Must have a reliable method of transportation for newspaper bundles to and from distribution points.