

## **SA Masters Athletics Inc**

### **JOB DESCRIPTION – NEWSLETTER EDITOR**

#### **MAIN PURPOSE**

To produce a bi-monthly newsletter that effectively informs members of club activities, upcoming events and includes other items of general interest to master's athletes.

#### **DUTIES**

On an ongoing basis

- compile and edit articles for inclusion, including:
  - members' results in local SAMA competition, National and International events.
  - members' results in other events that would be of interest to readers.
  - SAMA Committee items.
  - social activities of the Club.
  - articles submitted for publication.
  - items of interest from interstate masters newsletters.
  - activities of interest to SAMA members
  - Committee approved sponsorship messages
- Arrange for the latest edition of the Newsletter to be placed on the club website.
- Maintain a register of SAMA members wishing to receive the newsletter by email , and those who wish to be advised when the newsletter is on the website.

Liaise with SAMA Registrar:

- Just before publication distribution is required, obtain the latest membership listing and use this for address label production and electronic distribution.
- Include Membership Renewal Application forms in the February and April issues.
- Before the August edition ensure that non-financial members are removed from the distribution and notification list.

Printing:

- Present printing account is with Abbotts Printers (Acc. No. 1044323)
- Liaise with the Committee and others to ensure that the most effective printing methods are being used.

Distribution:

- Provide members with email copies and notification of availability on the website where members agree.
- Where possible, hand deliver newsletters at SAMA meetings to minimise postage costs.
- For the remainder use the approved Print Post account as arranged with Australia Post (Publication No: PP535144/00025), or negotiate the lowest gross cost mail distribution method.
- Liaise with the Committee and others to ensure that the most effective distribution methods are being used.