

# Scarboro Surf Lifesaving Club

## Job Description – Newsletter Editor



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### 1. Position

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Newsletter Editor

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### 2. Position Purpose

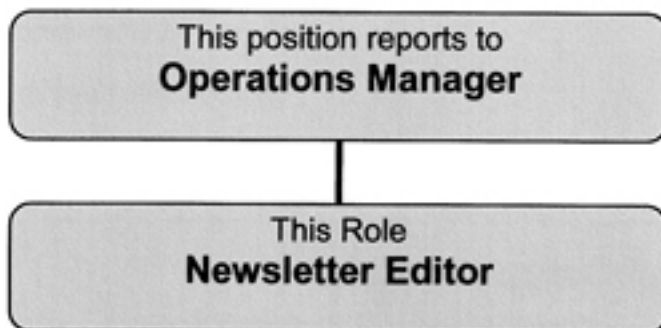
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Responsible for publishing the Club hardcopy newsletter

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### 3. Key Relationships

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### 4. Approved by

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#### Director of Administration

Name: Nick Stewart

Date: 28 June 2013

#### Club President

Name: Elise Irwin

Dated: 28 June 2013

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### 5. Major Responsibilities

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Responsible collating articles for each edition of the Club hardcopy newsletter

Liaising with printers to obtain a reasonable printing cost for the Club

Ensuring that articles are suitable for printing and don't breach club policies or sponsor contracts

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### 6. Primary Accountability

#### Performance Measures

Newsletters

Issues hardcopy newsletters as required

Meetings

Attends Club meeting as required

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### 7. Required Competencies

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- Ability to organise and delegate tasks
- Intermediate Microsoft Office (or equivalent) experience
- Experience in a similar role
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters