



NSWERA Governance Manual SMC Position Description - Document No. 7.5.4

Position Title

NSWERA Newsletter Editor

Position Purpose

Ensure the NSWERA membership remains informed and current with all aspects of the management and conduct of their sport in NSW by the production of a bi-monthly newsletter.

Principle Accountabilities & Performance Indicators.

Prepare

Liaise with SMC, Secretariat, AERA, Ride secretaries, Advertisers, and contributors to collect and prepare all updated routine and optional material, in standard format, for each bi-monthly newsletter.

KPI – All material in hand by close of business on or before the 10th day of each even month or such other date as may be agreed upon from time to time.

Compile & Edit.

Liaise with the SMC Newsletter Portfolio member and layout a maximum 80-page newsletter to a format that contains all current operational data and management reports, ride previews and reviews, paid advertisements, and filled out from the prioritised optional material. Liaise with the Secretariat to ensure payment, or suitable payment arrangements in place for advertising.

KPI – Completed proofed newsletter, error free, to the publisher by the 1st day of every uneven month, ie, January, March, May, July, September, November.

Publish.

Liaise with the SMC Newsletter Portfolio member, the printers, and the Webmaster to have the newsletter printed and distributed on schedule and a copy posted on the NSWERA Web site.

KPI – newsletter distributed by due date.

Wrap Up

Return original documents and photographs to contributors where appropriate, and update records and spreadsheets. Forward copies of newsletters to all advertisers.



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NSWERA Newsletter Editor.

Principle Accountabilities - Key Tasks

Prepare

- Update all routine reference tables, and procedural and reminder notices:-
- Liaise with SMC for:-
 - President's Report.
 - Course preservation report.
 - Portfolio reports.
 - SMC and AERA minutes.
 - NSWERA & AERA financial reports.
 - SMC Contact details.
 - Accredited Veterinary list.
 - NSW & National point score and distance progress.
 - Ride Calendar.
 - NSW ride locality guide.
 - Ride Secretaries.
 - Register of Chief Stewards.
- Liaise with ride secretaries for ride previews and ride reports.
- Negotiate and liaise with advertisers: -
 - Prepare and format adds.
 - Maintain spreadsheet records for regular advertisers.
 - Forward to the Secretariat for management:-
 - All monies received.
 - Invoices made out or invoicing details.
 - Details of any negotiated payment arrangements.
- Liaise with photographers to ensure copyrights are not breached.
- Accept and review contributed material, refer to SMC if contentious.
- Ensure all compiled material is received in, or converted to standard format: -
 - MS Word.
 - MS Excel.
 - MS Publisher.
 - Photos to be high-resolution .JPG.

Compile & Edit.

- Construct Newsletter.
- Liaise with the Secretariat to ensure advertising payments have been received.

Publish.

- Review Newsletter with SMC Newsletter Portfolio holder. ○
- Forward Draft to Publisher for printing.

Wrap Up.

- Return original documents to contributors.
 - Forward copies of newsletter to all advertisers.
 - Update records.