



# **Little Athletics Chelsea**

## **Newsletter Editor Duty Statement**

### **Objectives**

To facilitate appropriate and timely distribution of relevant and important information to members through regular Centre newsletters.

### **Responsibilities**

- The Newsletter Editor shall be responsible for compiling and distributing the Centre's Newsletter to members
- The suggested timeline for newsletter distribution is fortnightly on a Thursday during the athletics season and monthly in the cross country season
- Newsletters shall be distributed to members via email with individual emails de-identified
- Newsletters shall be sent in an html format on the Centre's newsletter template
- A copy of the newsletter shall be distributed to the Website Manager in MS Word or PDF format for publishing on the website
- A printed copy of the newsletter shall be made available on the Centre's notice board or as requested

### **Relationships**

- The Newsletter Editor shall report to the Communications Manager (Centre Secretary).
- Liaises with the President, Secretary, Committee and Clubs as and when required
- Liaises with Events-data manager

### **Accountability**

- The Newsletter Editor is accountable to the Secretary and the General Committee