



TCA Committee Job Description

Role Title: Newsletter Editor

Role Description: The Editor compiles the club newsletter which is distributed to all members electronically and is available as a pdf download from the club website. The Newsletter is published in Spring (late March prior to the AGM), Summer (mid July), Autumn (Mid September) Winter (mid December). The Editor can publish updates between these dates if it is considered appropriate for special events or to reinforce specific information for the entire membership.

Responsible to:

The Club Chair Person

Key Tasks:

- Attending committee meetings and providing information regarding key dates, initiatives, and decisions, to the membership in a written format.
- Attending club events in a reporting role i.e. to provide written highlights of events, details of club member achievements, awards, and grants to the membership
- Passing on relevant information from organizations such as Canoe England
- Publishing membership information and current membership rates

Liaison:

Committee members, club members, water sports organizers, other organizations/individuals with interests in water sports.

Time Commitment:

Attendance at events is dependent on the annual programme. It may not be possible to attend all events held but the Editor should attend key ones as directed by the Chair. Editorial time is anticipated to be approximately six hours per quarter.

Allowable Expenses:

It may be necessary to print a limited number of newsletters for distribution to members who do not have access to e-mail. The cost of printing and postage can be recovered from the club. The membership secretary will indicate which members require this service.

Expenses claims must be supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM