



**NSWERA Governance Manual
SMC Position Description - Document No. 7.4.11**

Position Title

Newsletter

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 issue of a bi-monthly newsletter.

Principle Accountabilities & Performance Indicators.

Content & Format

Maintain an overview of the content, layout, format, and quality of the associations newsletter consulting with all levels of the organization to ensure the newsletter remains relevant and topical to the members needs, and is continually improving.

KPI – NSWERA Newsletter remains the benchmark.

Publish.

Oversee the production and quality of the newsletter liaising with the Newsletter Editor, the printers, and the Webmaster to ensure the newsletter is printed and distributed on schedule and a copy posted on the NSWERA Web site.

KPI – Error free Newsletter distributed by due date.