

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

JOB DESCRIPTION : NEWSLETTER EDITOR

JOB TITLE: Newsletter Editor

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- IT literate
- Ability to write reports
- Excellent organisational skills

EXPERIENCE NEEDED:

- Effective communication skill-verbal and written
- Access to a PC
- Access to a photocopier would be a distinct advantage, although not essential

MAIN DUTIES:

1. Liaise with committee member on items to be included in the newsletter
2. Produce newsletters on a quarterly basis or sooner if necessary
3. Duplicate and ensure distribute to all members (including Sunday Swimmers and Masters) either by email or photocopying
4. Ensure the Website administrator receives a copy to post on the website
5. To follow and promote the ASA Child Protection policy

Time Involved:

Occasional daily involvement
Attend committee meetings as per club calendar

Signature: Newsletter Editor : _____ Date: _____

Chairperson : _____ Date: _____

