

## **POSITION DESCRIPTION**

### **Editor Waverley Informer**



#### **Non-Committee Role**

Non-committee level position, plays a vital role for the Association without the extra commitment.

#### **Objectives**

- To publish regular editions (quarterly) of the Waverley Informer for distribution to clubs.
- To include relevant club and general news to celebrate and recognise tennis achievements, players, events and volunteers from across the association and member clubs
- To provide a general communication channel and vehicle that can be used by the Association to promote key information, dates and opportunities to clubs, players and parents.
- To provide support to the executive committee through the efficient production of the Waverley Informer.

#### **Responsibilities**

- Develop and publish appealing quarterly editions of the Waverley Informer
- Proactively contact clubs and other stakeholders to put together and create content of interest
- Liaise with the secretary to put out a call to clubs to send in news and information for inclusion in the Waverley Informer
- Monitor the Informer generic email address set up by Waverley that member clubs use to submit articles and photos of interest.
- Organise and layout articles and images provided to the Association by Clubs, the Association itself and create additional informative content
- Liaise with relevant stakeholders to ensure the articles and information included are accurate/correct
- Liaise with the secretary to ensure sign off of draft editions prior to publication
- Ensure any articles and photographs comply with federal and state legislation in relation to privacy, gender, race and religious regulations

#### **Relationships**

- Reports to the secretary.
- Liaises with the president, executive committee and all member clubs.

#### **Accountability**

- Accountable to the secretary.
- Provides a report on any aspect of the Waverley Informer to the committee (through the Secretary) when requested.
- Seeks ratification from the secretary prior to committing the Association to any financial expenditure or action (e.g. the hire of a photographer or purchase of images).