**INTRODUCTION**

The Newsletter Editor is solely responsible for gathering the information required and producing the club newsletter in a visually and easy-to-read format.

**WOULD SUIT SOMEONE WHO**

* Cannot be in attendance on matchdays
* Has an eye for detail
* Has a passion for ensuring information is disseminated through the club

**RESPONSIBILITIES**

 **Off-Season**

* Produce a newsletter *at least once per month* notifying people of important information for the upcoming season
* Brainstorm ways to improve the newsletter and engage readers

**April - September**

* Follow up coaches and committee members to ensure accurate and appropriate information is provided
* Collate relevant information from AFL Darling Downs & AFL Queensland, via www.darlingdowns.aflq.com.au
* Produce a *weekly newsletter* which is informative and interesting for all members of the club
* Ensure all newsletters portray the club, opposition clubs and the sport in a positive image
* Send the completed newsletter to the club Secretary & Online Coordinator for dissemination to members

**KEY RELATIONSHIPS**

* **Reportable To: Secretary**
* Club Coaches
* Committee members
* AFL Darling Downs Secretary
* AFL Queensland staff

**TIME COMMITMENT REQUIRED**

* Approximately two hours per week to collate all of the information and produce the newsletter.

**TRAINING/EXPERIENCE REQUIRED**

* Knowledge and experience with Microsoft Publisher or similar
* Computer and Internet access
* Newsletter template can be provided if required