

# Wellington Tramping & Mountaineering Club

## Role Description



Revised February 2017

**Position:** Newsletter Editor

**Responsible to:** General Committee

**Responsible for:**

1. Ensuring that the newsletter blog is updated with current club news, trip reports, and other relevant information.
2. Actively encourage club members to supply articles such as trip reports for inclusion in the newsletter blog.
3. Add all new members to the newsletter email subscription list.
4. Send newsletter email updates and other occasional club communications to the newsletter email subscription list as required.
5. Maintain the blog to ensure the latest revisions of the software are installed and that any enhancements are incorporated.
6. Co-ordinate with the Journal Editor the production of the Annual Journal.

**Membership of Committees:**

None

**Liaison:**

The Newsletter Editor shall maintain adequate liaison with:

1. The Treasurer
2. The Membership Officer
3. Any Club members undertaking delegated tasks for the Newsletter Editor
4. Any advertisers
5. Journal editor.

**Financial Authority:**

The Newsletter Editor has no authority for expenditure on Club business without prior approval by General Committee.