



## **OFFICER CRICKET Newsletter Coordinator Position Description**

The Officer Cricket Club Newsletter Coordinator is a non-general committee role appointed by the executive/general committee. The role is responsible managing the club's Newsletter and related system at Officer Cricket Club (OCC)

### **OBJECTIVES**

- To provide coordination of the club's New Letter activities.
- To provide support to the executive committee through the efficient operation of the new letter.

### **RESPONSIBILITIES**

- Develop and maintain the club's newsletter and manage its ongoing administration.
- Develop a newsletter publication timeline
- Coordinate and manage the development of content for publication
- Develop a network of publication contributors across all the different aspects of the club activities
- Liaise with stakeholders to ensure the newsletter reflects current opinions of the club.
- Ensure all new letter articles comply with federal and state legislation in relation to privacy, gender, race, and religious regulations.
- Be aware of innovations in the newsletter publication space.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or general committee.
- Be familiar with the rules, policies, and practices of the OCC

### **RELATIONSHIPS**

- Reports to the secretary and communication manager.
- Liaises with the website manager.
- Liaises with the Director of Club Operations and the sponsorship manager.
- Liaises with the president, executive committee, and all club members.

### **ACCOUNTABILITY**

- The Newsletter Coordinator is accountable to the secretary.
- Provides a report on any aspect of social media operations to the committee when requested.
- Seeks ratification from the secretary prior to committing the club to any financial expenditure or action.