



Newsletter Editor

1. Purpose

The purpose of this role is for the President to:

- Ensure that the newsletter is a publication for the exchange of news and opinion for the benefit of the members of the Waiatarua Residents and ratepayers Association (WRRA).
- Ensure that the activities of the WRRA are properly communicated.

2. Nature and Place of Role

- The members shall elect a Newsletter Editor at the Annual General Meeting of the Association held in the month of February each year.
- The Editor will be elected as an ex-officio member of the Executive Committee whose only role will be that of newsletter editor.
- Abide by the powers of the Executive Committee as outlined in section 10 of the constitution
- The role shall report to and be accountable to the financial members of the Association

3. Principal Duties and Responsibilities

- Ensuring that the agreed number of newsletters are issued each year
- The editor will liaise with the association President to ensure that the activities of the association are properly communicated. These may include;
 - A presidents update
 - Editorials outlining committee achievements
 - Promotion of upcoming events.
- The editor will ensure that they have Executive approval for the annual publication budget including
 - Cost of publication
 - Pricing for commercial advertisers
- Manages the printing and distribution of the newsletter on a monthly basis



4. Time required

- Attend at least three of the eleven Executive Committee meetings each year. Approx 2 hours per meeting.
- Prepare content for monthly publications. Approx 5 hours per month
- Attend the AGM each year. Approx 2 hours

Total hours per year are Approx 65 hours.

5. Other

Should the incumbent also be a member of the Executive Committee they may be required to attend planning sessions, local events and other functions from time to time. They may also agree to chair a specific subcommittee or manage a particular outsourced role and as such be required to volunteer the extra hours required to complete this task.