

Newsletter Coordinator

Role:

Promote the Association by preparing and arranging for distribution of the Association's newsletter in a monthly electronic e-newsletter (Oct to June) and one printed newsletter (September).

Responsibilities:

1. Assemble information for each newsletter by contacting appropriate persons (Indoor Coordinators, Principals, City Consultant etc.).
2. Creating monthly e-newsletters (Oct to June) using the on-line template from our website.
3. Create one printed newsletter using a page layout software (Microsoft Word, InDesign etc.) for the month of September.
4. Arrange to have 1500 BW copies of the newsletter printed at a printer.
5. Arrange and ensure distribution of the September newsletters to the community prior to the start of online registration for Indoor Programs.
6. Provide Treasurer with the invoice from the printer.
7. Prepare and submit annual budget to the Treasurer.
8. Assist Social Director in any typing, advertising and posters required for their activities.
9. Prepare written year-end summary report for presentation to the Executive.

Time Commitment: Light to moderate

- Term of office is two years.
- Monthly Executive meetings.

Skills Preferred:

Word Processing	Fluent Computer skills desirable
Organization	Written Communication proficiency
Artistic Abilities	Eye for detail
Past Experience	