



Position Guidelines

Position Name: E-Off the Post Editor

Overall Role

Create, edit and format a club newsletter for distribution to the Club community at regular intervals.

Key Duties

1. Liaise with Secretary and Team Liaison Officer regarding communication to Team Managers for match day report submission and to receive any club updates that need to be included in newsletters
2. Liaise with Sponsor Liaison Officer for Club Sponsor Logos and other information that can be included in newsletter to appropriately advertise our sponsors.
3. Edit the match day submissions to ensure that privacy principles apply and that the tone of the article positively reflects the club's ethos. (e.g. only first names used).
4. Use appropriate computer program to create newsletter (preferably save as PDF file) and ensure newsletter format is accessible by most computer setups.
5. Liaise with Secretary regarding deadlines for newsletters and forward finished product to Secretary for email distribution to the club community.
6. Maintain confidentiality of any Club information (e.g. email addresses, phone numbers) unless permission has been provided.
7. Due to Child Protection Guidelines, it is advisable to not publish photos of children.

Guidance Notes

Look at previous E-Off the Post newsletters for guidance.
Ideas such as "Spotlight on a Sponsor" (or another club member) are interesting to explore further, however, it is important to ensure newsletter doesn't get too long.
Ladders for competitive teams can be sources from Football Brisbane website (www.footballbrisbane.com.au) and are good to include.

Useful Contacts

Secretary:	PH:
Team Liaison Officer:	PH:
Match Day Coordinator:	PH:
Sponsor Liaison Officer:	PH: