

## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Newsletter Editor
<b>RESPONSIBLE TO:</b>	President Wellington AAPNZ Group
<b>COORDINATES WITH:</b>	Other Group Management Team Members Wellington Group Members Other AAPNZ Groups Corporate Sponsors
<b>PURPOSE OF POSITION:</b>	Produces the monthly newsletter for Wellington Group.
<b>ACCOUNTABLE FOR ACHIEVING THE FOLLOWING OBJECTIVES:</b>	The provision of a timely and informative newsletter every month for AAPNZ Wellington Group.
<b>TASKS:</b>	<ol style="list-style-type: none"><li>1. Produces a monthly newsletter in PDF format by sourcing information and articles to keep the group updated on current issues, past happenings and interesting information.</li><li>2. Coordinates with the Website manager in getting newsletters uploaded onto the website.</li><li>3. Forwards the monthly newsletter to other AAPNZ groups.</li><li>4. Attend monthly Group Management Team meetings.</li></ol>
<b>PERSON SPECIFICATION:</b>	<ol style="list-style-type: none"><li>1. Four + hours per month.</li><li>2. Possess a working knowledge of Publisher based system would be desirable but not essential.</li></ol>