



## NEWSLETTER EDITOR

### **DUTIES / RESPONSIBILITIES**

- 1) Produce a bi-monthly newsletter to provide information on past and upcoming swim meets and open water events, awards, meetings, and other items of interest to SPMS members.
- 2) Gather information and meet forms from the SPMS Meet Operations Chair for upcoming swim meets and open water events.
- 3) Request and receive current stories and articles for the SPMS Newsletter, including photos. These may be articles on the swimmer or coach of the year, or other outstanding accomplishments.
- 4) The final draft of the newsletter shall be forwarded to the Chair for proof-reading.
- 5) The completed newsletter, in a pdf file, shall be forward to the SPMS Registrar for posting to the SPMS website three days prior to publication, and to the Marketing Chair for distribution at swim meets.
- 6) Establish and maintain a database of all hardcopy newsletter recipients.
- 7) Print mailing labels sent by the Registrar to be used to mail newsletters to those individuals requesting hardcopy newsletters.
- 8) Make black-and-white double-sided copies of the SPMS Newsletter and mail them to selected members