

SPMS Newsletter Editor

1. The SPMS Newsletter Editor shall be responsible for compiling six issues each year of the SPMS Newsletter.
2. The SPMS Newsletter Editor shall gather information and meet forms from meet directors for upcoming meets and open water events to produce meet information files for the SPMS website and for inclusion in the newsletter.
3. The SPMS Newsletter Editor shall gather articles and photographs for inclusion in the newsletter and write articles as needed.
4. The SPMS Newsletter Editor shall maintain the list of clubs and club contacts for the SPMS Newsletter with updates provided by the SPMS Registrar.
5. The SPMS Newsletter Editor shall provide a monthly report to the SPMSC one week prior to each SPMS meeting to be posted on the SPMS website.

Estimated hours/days required per month varies. Typically 5 to 10 hours per month.