

Role Description: Newsletter Editor

PURPOSE:

To publish 4 newsletters a year to inform and facilitate engagement with the membership

KEY RESPONSIBILITIES:

- Seek and receive contributions for content including:
 - Updates from SCICs, charities and other organisations forming part of the membership
 - Update from MASCIP chair
 - Links to updated content on the MASCIP website from the MASCIP webmaster
 - Interesting SCI related coverage in the media
 - Update from Committee meetings including articles of interest submitted to the chair
- Edit and present content for sharing with the membership using Mailchimp
- Update Mailchimp audience with assistance from Membership secretary
- Provide membership secretary with report of bouncing emails and unsubscribe requests to update the MASCIP membership list
- Prepare, submit & present a report on the performance of the previous newsletter at each committee meeting

TIME COMMITMENT:

Approximately 4 days per year for preparing the Newsletter

Tenure normally 3 years but may be elected for second term.

THE PERSON:

- Commitment to MASCIP
- Integrity
- Sees the bigger picture; can take decisions for the good of the organisation. Good, independent judgement.
- Willing and able to devote the necessary time and effort to their role
- Good interpersonal skills: tact; willing to share own views and listen to others
- Team player: flexible, helpful and communicative
- Understanding of the context in which MASCIP and its members work
- Good English and grammar
- Access to computer and aptitude to learn how to use Mailchimp – a confident word user will be able to pick it up.

Interested individuals can nominate themselves and will be appointed by committee vote.