



Owners' Club of Australia
(Victoria Division) Incorporated
ABN 85 862 959 314

**Position Description – Newsletter Compiler
(Non-voting Co-opted Member)**

Governance:

- The Newsletter Compiler is a Club Member appointed (Co-opted) by the Club Committee.
- The Newsletter Compiler is not a Member of the Club Committee and has no voting rights.
- The Newsletter Compiler is expected to read, be familiar with and conduct all Club business in accordance with and the AROCA Vic Governance Principles as adopted by the Committee.
- No single Committee or Co-opted Member has the individual power to:
 - Manage the affairs of the Club.
 - Make a decision on behalf of the Club.
 - Enter into contract on behalf of the Club.Unless the power to do so is delegated to that person or position by resolution of the Committee.
- The Newsletter Compiler is expected to be familiar with and abide by AROCA (Vic) Committee Meetings Protocol adopted by the Committee Sept2022).
- The Newsletter Compiler is expected to perform the functions of the Newsletter Compiler role as set out in this position description adopted by the Committee (Nov2023).
- Prior to the start of the Club's financial year, the Club Committee will:
 - Liaise with the Newsletter Compiler to allocate a budget to provide for production costs of the Newsletter for the following 12 months.
 - Specify a Newsletter production calendar for the following 12 months.
 - Specify in liaison with the Newsletter Compiler what, if any, categories of out-of-pocket expenses paid by the Newsletter Compiler in the course of this role will be reimbursed by the Club Treasurer.
- The Newsletter Compiler will present to the Committee a written report on the Newsletter and its advertising performance prior to the close of the Club year for presentation at the Annual General Meeting.

Role:

To ensure the AROCA (Vic) Newsletter:

- Is produced within the allocated budget and according to the production schedule approved by the Club Committee.
- Endeavours to meet the interests of Club Members in the period between issues of the Club magazine.
- Endeavour to ensure that the publication upholds the standards of the club and the proud history of the Alfa Romeo marque.
- The Newsletter Compiler should liaise with the President, Public Relations Officer and the Editor to aid appropriate and timely delivery of information to Members; and with Membership and Advertising to ensure that Club advertisers and sponsors are appropriately promoted in Club publications.

Reporting

- The Newsletter Compiler reports to the President.

Responsibilities:

- Arrange for the Webmaster to link an appropriate email address Newsletter@alfaclubvic.org.au to the holder of this role if required.
- Arrange for the Webmaster to connect to the appropriate document archiving medium respective to this role.
- Create a costed Newsletter production schedule for the 12-month period covered by the Newsletter budget and submit to the Club Committee for approval.
- Endeavour to ensure Club events are reported in the Newsletter in a timely manner by:



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- Liaising with Club Committee Members, Co-opted Members and Register Captains in a timely manner to secure relevant content (text and photographs) appropriate to their portfolios for all applicable issues of the Newsletter.
- Liaising with others to prepare written reports (text and/or photographs) on Club events for the Newsletter.
- Seeking out relevant articles where possible from external sources, including Alfa Romeo Australia, sponsors, advertisers, etc.
- Collate and paginate all text and photographs and review all articles:
 - For correct grammar, spelling and context.
 - To ensure content is non-offensive, non-defamatory, etc and cannot be construed as such.
- Liaise with the Advertising Coordinator to maintain a current advertiser list for each issue.
- Be the main contact for all production enquiries regarding the Newsletter.
- Review, approve and sign off final proofs in timely manner for distribution.
- Liaise with the Club Membership Secretary & Public Relations Officer to arrange delivery of the Newsletter to the:
 - Current Membership list
 - Current list of AROCA (Vic) partners (Alfa Romeo Australia, sponsors, advertisers, etc).
- In liaison with the Club Committee, regularly review the technologies and platforms available for producing and distributing the Club Newsletter to Members.
- Forward to the club Secretary Agenda items for discussion no less than seven (7) days prior to committee meetings.
- Manage communication and document storage via AROCA link Newsletter@alfaclubvic.org.au and / or suitable permanent and secure storage media.

This position description was adopted by resolution of the Club Committee on 24th July 2024.