***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Newsletter Coordinator**

The Newsletter Coordinator plays an instrumental role in disseminating critical communications throughout the karting season, ensuring our club members are consistently informed about news, racing events, recreational karting activities, and other vital happenings.

**Responsible to**: The President

Adheres to the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Karting Club.

**Desired Skills:**

* Proficient in IT and publication software.
* Excellent written and verbal communication skills.
* Highly organised with a keen eye for detail.
* Creative and enthusiastic.
* Dedication to providing clear and engaging communication tailored to the karting community.

**Key Roles & Responsibilities:**

* Uphold the mission, vision, and values of the Karting Club, as well as those set by Karting Australia and the State Karting Association.
* Highlight the Club’s pivotal kart racing events, recreational karting activities, functions, fundraising initiatives, programs, competitions, and more, ensuring their inclusion in monthly newsletter editions.
* Collaborate with the Club Committee, members, and volunteers to curate content for a captivating monthly newsletter.
* Coordinate with the Sponsorship Coordinator to guarantee all sponsors are duly acknowledged in newsletters based on their sponsorship agreements.
* Distribute newsletters to all Club members, life members, sponsors, and other relevant stakeholders.
* Promptly upload newsletters onto the Club website and share on the Club's social media platforms.
* Ensure diverse sections of the Club have their news and stories evenly showcased in the newsletters throughout the season.
* Celebrate volunteers by featuring them in newsletters regularly.
* Feature all trophy and award recipients at the season's conclusion.
* Provide the newsletter in both print and digital formats for accessibility.
* Oversee and regularly update the database of newsletter recipients.

By fulfilling these roles and responsibilities, the Newsletter Coordinator ensures that the passion and achievements of the Karting Club community are celebrated and communicated effectively.