

CROQUET ASSOCIATION QUEENSLAND Inc.
POSITION DESCRIPTION
MSX EDITOR

General Information

The MSX Editor is a Specific Administration Duty Officer and is therefore subject to Part B, Rules 22, Specific Administration Duty Officers, General, of CAQs By-Laws. This position is appointed by the Management Committee and is responsible to the Management Committee.

He/she will at all times observe the Association's Rules, By-Laws and Policies as set out in the relevant documents and will provide succession planning for the incoming person when the position is vacated. He or she will avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation.

Duties to the Management Committee

- Produces a bi-monthly newsletter for 6 times a year
- Co-ordinates publication with the printer
- Seeks articles from the membership and from elsewhere
- Provides reports from relevant Directors, Duty Officers and Regions
- Publicises national and international events as/when applicable
- Provides a written report to the MC every 6 months
- Ensures legal requirements are followed
- Provides a mailing list of the recipients of the newsletter
- Provides relevant forms and receipts for reimbursement of expenses incurred on behalf of Croquet Queensland