



Regional Newsletter Officer – Role and Responsibilities

The role of the Regional Newsletter Officer is to ensure that the newsletters are interesting and informative and meet the regions member needs.

Generally, you are to:

- Develop the newsletter to provide to the committee for approval.
- Ensure the newsletter is sent out on time and to all members, except those who have requested not to receive information or who have marked their information not for publication.
- Ensure that the information provided in the newsletter does not breach the AAA Privacy Policy.
- Provide the schedule of advertising rates as requested.
- Copy of all Regional newsletters to be sent to the National Office and also arrange for a copy of the newsletter to be sent directly to the:
 - AAA President;
 - AAA Secretary; and
 - Preliminary Processing, National Library of Australia, ACT 2000 (it is a legal requirement that all publications be lodged as a Legal Deposit with the National Library of Australia).