Rogaining Tasmania Position Description

PROMOTION

QUALIFICATIONS

- Good writing and editorial skills
- Very aware of RT activities
- Ideally a committee member (who is able to attend committee meetings)
- Motivated and pro-active. Outgoing

DUTIES

- Writes RT newsletters
- Active on FaceBook
- Assists (with event setters and vetters) in writing pre-event blurb for newsletter and web
- Liaises with Website Manager and Online Entries
- Publicise events through Orienteering Tasmania bulletins
- Organise event photos and extract event reports from organisers and participants
- Provide event details for ARA website event calendar
- Liaise with interstate and NZ newsletter editors and website managers to publicise major
- Media liaison

DOCUMENTS

REFERENCE

-

TO BE PREPARED

- Event-specific promotional docs (with event setters and coordinator) – Newsletter, Web, detailed event information.
- Editorial review of On-the-day notes (with event setters)

MATERIALS

- na

EQUIPMENT

- na

LIAISON

- Event coordinators and setters
- Treasurer (for event fees)
- Committee and everyone else
- ARA – In particular the ARA secretary
- Website manager and On-line entries manager
- Vice president (for template-based event info documents)