



## **POSITION DESCRIPTION**

**POSITION TITLE:** Newsletter Editor

**REPORTS TO:** ASHHNA Executive Committee

**Aims of the position:**

- To develop 2 newsletters per year for the ASHHNA Inc.
- To disseminate a wide range of sexual and reproductive health and HIV information to ASHHNA Inc members.
- To investigate sponsorship opportunities for the ASHHNA Inc newsletter.

**Purpose of the position:**

- As above

**Key Responsibilities:**

- Co-ordinate ASHHNA Inc members to provide articles for newsletters.
- Investigate sponsorship opportunities for newsletter/include advertising.
- Research relevant journal articles for inclusion in newsletter.
- Ensure that all deadlines are met including accounts paid.
- Ensure mailouts meet deadlines.
- Liaison with ASHHNA Inc members re: newsletter
- Liaison with Position without portfolio re: assistance with preparation for the newsletter.