Western Australian Photographic Federation (WAPF)

Newsletter Editor – Job Description

Position Type: Volunteer
Reports to: WAPF Executive Committee
Works closely with: WAPF Management Committee

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1. Purpose of the Role

The WAPF electronic newsletter is published monthly, and plays a central role in keeping our clubs informed, engaged and connected. Duties of the editor blend communication, organisation and creativity. The purpose of the Newsletter Editor is to inform, connect, and engage the photographic community across Western Australia.

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2. Key Responsibilities

- **Content planning**
  Decided on the structure and regular features
  Establish deadlines and publishing schedule
  Communicate deadlines and requirements to contributors

- **Information Gathering**
  Canvas and collect articles, announcements, and advertisements from the WAPF officers, clubs and external partners
  Encourage member clubs to contribute articles and photos

- **Design and layout**
  Arrange text and images in a visually appealing format.
  Balance readability with creative presentation, using publishing tools.

- **Editing and Proofreading**
  Ensure clarity, accuracy, and consistency
  Correct grammar, spelling and formatting issues

- **Distribution**
  Send the newsletter via email using the mailing list
  Coordinate with Webmaster to publish newsletter on the WAPF website
  Publish newsletter on WAPF social media channels
- **Other**
  Attend and contribute to WAPF monthly committee meetings
  Represent the WAPF at events as required

3. Skills & Attributes

Essential

- Strong Written Communication
- Editorial Judgment
- Content Gathering & Coordination
- Basic Design & Layout Skills
- Digital Publishing Skills
- Collaboration & Communication
- Understanding of the Photographic Community

Desirable

- Working knowledge of mailout publishing systems

4. Time Commitment

- Approximately 4 -7 hours per month

5. Term of Appointment

- Typically aligned with the WAPF committee year, with the option to continue.

6. Impact of the Role

- The Newsletter Editor plays a central part in how the Federation communicates with its members and the public. A regular newsletter strengthens WAPF's reputation, supports clubs, and enhances engagement across the photographic community.