

**QUEENSLAND INFORMATION CENTRES ASSOCIATION (QICA)  
MANAGEMENT COMMITTEE MEMBER  
POSITION DESCRIPTION**

**Position Title:** Newsletter Editor

**Updated:** August 2021

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**Objective of Position:**

*(The purpose(s) of the job)*

To Utilise QICA's online HTML email software to send regular email bulletins and newsletters to QICA members and the accredited visitor information centre network

**Key Responsibilities and Duties**

*(The duties or tasks performed to achieve the position objectives)*

1. Liaise with QICA Executive and members, VIC Secretariat, the Industry and Tourism and Events Queensland to source content for the *QICA News Bite newsletter*, to be released monthly (or at time agreed by executive committee).
2. Utilise QICA's online HTML email software to produce the QICA News Bite newsletter inline with the agreed template format. Newsletter produced monthly.
3. Work with QICA's Webmaster on ways of improving the QICA Executive's communication with members.
4. Attend QICA Management Committee meetings/teleconferences; contribute to discussion, decision making process and projects.
5. Maintain and update the contacts list when necessary for QICA members, accredited VIC Network, Tourism and Events Queensland, QTIC, the VIC Secretariat and any other relevant contacts.
6. Forward final copy to the President (or nominated representative) in a timely manner for approval before release.

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*'Bringing Info Centres Together'*