



# McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938

690 Point Nepean Road, McCrae, Vic. 3938

Club House Telephone: (03) 5986 1361

## Beacon Editor - Position Description

### Overall Roles and Responsibilities

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The Beacon Editor role provides for the publishing of the Club's Beacon newsletter.

### Reporting

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This position reports to the Participation and Communication Director.

### Responsibilities

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The specific responsibilities of the Beacon Editor position include:

- Confirm number of editions to be published each season
- Delivery of the agreed editions in a reasonable timely basis
- Include promotion of current seasons club sponsors in the each edition for the season

### Authority to Act

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The General Committee has delegated the following authorities to this position:

- Incur expenditure in accordance with the approved budget
- Use their sole discretion in the ordering or articles and sponsors advertising

### Appointment Process

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Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Beacon Editor.

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors