



Position	District Service Bulletin Submissions Editor
Appointment	Appointed by the Governor Elect with approval of the District Board of Directors.
Term of Office	Two Years.
Role	- To assist the DSB Editor with the preparation and distribution of the DSB.
Communication	- Liaise with the Governor, Board Representative to the Communication Committee and the District Communication Chair.
Number of DSB's	- Four issues of the DSB to be published annually.
Dates of publication	- Dates of publication will be the first day of June (Post Conference), September, December, and March (Call to Conference).
Closing date for articles	- This date should be advised to all Clubs in the previous DSB and in the Governor's newsletter.
Reports	- You may be required to submit information to the District Communications chair for a six-monthly report prior to the Mid-Year Board Meeting and an annual report to be included in the District Conference Programme.
Record of duties	- Maintain a record of duties performed during term of office to act as a guide to a successor.
Expenses	- Claim any expenses as allowed under District Policies.