

Plymouth U3A - Newsletter Editor

Role Description

Key requirements: Ability to use Microsoft Office or similar, use Desk Top Publishing [or learn]; Confidentiality, efficiency and ability to maintain good communications.

Tasks & responsibilities:

Annual Group Directory

Publish Annual Group Directory published after the AGM. A Paper copy of this booklet is sent out to all members. Arrange the material into a suitable format, using MS.Publisher. With the use of Beacon system view group information. (send a reminder to GL's to advise of deadline for amendments).

- Produce a .pdf version of either publication to send to the printers and produce an A4 copy that is added to the website and email a link to all members (using Beacon).
- Email the completed publication in .pdf format to the printing company after the AGM. These will need to be collected and enveloped, labelled & stamped ready for posting.
- Send a paper copy to all members

Monthly News Sheet Publication

- Collect contributions to the Newsletter, publish, adding the .pdf to the Website. Also ensure paper copies are available at the General Meeting so that they can be collected by members who want a paper copy.
- Send out the link off the website or a copy of the newsletter .pdf to all members via email
- Send out paper copies to non-email members as and when required.

General tasks - As required

- Obtain a copy of Microsoft Publisher from within the U3A.
- Purchase envelopes and labels and postage stamps for paper copies of Newsletters or Annual Directory and make a claim on expenses with receipts.
- Respond to requests for copies of all publications sending a website link wherever possible.

Responsibilities as a Committee Member

- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee