

Plymouth U3A - Newsletter Editor

Role Description

Key requirements: Ability to use Microsoft Office or similar, Confidentiality, efficiency and ability to edit as needed and ultimately maintain good communications with committee and the membership.

Tasks & Responsibilities:

Monthly News Sheet Publication

- Collect contributions to the Newsletter, compile the newsletter and add this .pdf to the Website in the members area.
- Send out the link off the website to all members via email
- Provide paper copies for non-email members.

Annual Group Directory

Publish Annual Group Directory published after the AGM. A copy of this document is added to the members area of the website and a link is emailed to all members. Printed copies are provided to non-email members.

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 and add a copy to the website [members area]. Email a link to all members (using Beacon – access to this function to be provided).
- Email the completed publication in .pdf format to the printing company after the AGM. These will need to be collected and sent to 'non email' members. (*Help is available*)

General tasks - As required

- Send out paper copies of the monthly newsletter to non-email.
- Purchase envelopes and labels and postage stamps for paper copies of Newsletters and/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.
- Email members/group leaders/committee members to remind them of the next publication.

Responsibilities as a Committee Member

- Be prepared to contribute suggestions or ideas, and help with any other initiatives that the Committee undertake.
- 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 (this can be found in the members area of our website).
- Promote the U3A ethos & encourage others to volunteer to assist the committee