



## **Plymouth u3a – Newsletter Editor**

### **Role Description**

The Newsletter Editor is responsible for compiling the newsletter which is produced monthly for members. The newsletter is sent via email to members and to a very small number in printed version.

### **Key attributes:**

The ability to communicate well and liaise with other u3a members including committee members and group leaders. A good level of IT literacy is required for this role including competency in using publishing software- currently Microsoft Publisher is used. The finished document is converted to a pdf for sharing with members via email.

### **Tasks & Responsibilities:**

- An email is sent to all group leaders in the last 7-10 days of a calendar month, asking for contributions, including photographs. A deadline should be given (usually around the 1<sup>st</sup> of the month). This can also promote email conversations which may take some time.
- If only very few have been received by the last couple of days in the month, then an email is sent to group leaders who have not submitted an article over the previous few months, cajoling them into writing something!
- Once all articles are received, they need to be edited and the layout organised. The u3a has set fonts (including colours and sizes) which are required for use. Four pages maximum. (This can take 3-6 hours depending on skill levels)
- Currently there are two proofreaders who receive a pdf of the draft for corrections.
- The final edition is sent, via Beacon, to all members with email.
- The newsletter is issued before the members monthly meeting but after the monthly committee meeting, so that any of their requirements can be included.
- A list of those that require a hard copy is compiled for the Hive leader. Newsletters are printed and these are given to the Hive leader for collection at the General Meeting.

- After the monthly meeting, the list of non-attendees who are entitled to receive a newsletter by post is received from 'The Hive' leader so they can be posted out (usually about 4-6 of these).
- Those newsletters for posting are usually sent the day after the monthly meeting.
- Receipts for any purchases (stamps, envelopes, labels etc.) should be completed and submitted to the chairperson for authorization of payment by the treasurer.

### **Responsibilities as a Committee Member**

- Attend committee meetings and contribute to the running of the u3a.
- 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 and encourage others to volunteer to assist the committee