

## Clarion Editor Job Description

The Clarion editor is responsible for producing the Clarion newsletter every other month.

Collect contributions:

- Contact all group leaders by email to ask for their contributions
- Arrange for an announcement at the Open Meeting to invite contributions.
- Place an item in the newsletter to invite contributions.

Compile and edit the newsletter:

- Compile contributions into the newsletter ensuring that it is both a shop window for potential members and also provides information and a sense of community for existing members: giving news of u3a activities and events and featuring suitable, relevant items of interest submitted by members.
- Content should be in line with the u3a ethos.
- Personal email addresses are not used.

Prepare newsletter for publication.

- Convert newsletter to a pdf and email to the Committee for proofreading.
- Once proofread post the pdf to the website.
- Send a second version of the pdf to the printer for production and distribution.