

Role Description – Newsletter Editor

The Newsletter Editor is normally a Trustee of the Charity and is hence a member of the Management Committee.

Role Overview

The purpose of the role of Newsletter Editor is to take responsibility for the production of the Exmouth & District u3a Newsletter, which is published monthly (or at whatever frequency the Committee may determine from time-to-time).

Responsibilities and Duties

- To encourage Committee members and members of the u3a to submit text and photos for each edition of the Newsletter, and to include the deadline date for receipt of copy for the next edition (usually one week ahead of publication date) in each Newsletter.
- To remind Committee members by email of the deadline for receipt of copy several days in advance of this deadline.
- To select and bring together material for the next edition one week ahead of publication. To check that it is appropriate and edit it if required, and add any additional material. Then format it in an appropriate layout (practical notes, including a template, are available for guidance).
- To circulate a final draft to the Chairperson and to other members of the Committee who have contributed to that edition at least 2 days ahead of the publication date, for checking and approval.
- To create the final members' edition in PDF format, and send this as an email attachment to the Secretary (or to whoever else has been authorised by the Committee to have access to the whole membership database) for sending out to all members who have an email address, and also to the Publicity Officer to arrange printing and distribution by post to those members who do not have email and who have arranged to receive this by post.
- To create a separate final 'public' version in PDF format which would be accessible by the public, with personal email addresses, telephone numbers, Zoom connection details and other possibly sensitive information removed. To send this version as an email

attachment to the Secretary (or whoever else has responsibility for operating the Exmouth & District u3a Facebook Group) for inclusion on the Facebook Group, and also to the Website Manager for inclusion in the Exmouth & District u3a website.

- To ensure that both the members' edition and the 'public' editions are sent to the individuals in the two paragraphs above on the day before publication, with the publication date normally being the first day of the month (or whatever date the Committee may determine from time-to-time).
- To make alternative arrangements if the Newsletter Editor is away on these dates for any reason (e.g. holiday), either by arranging all the preparation well in advance that month, or by ensuring that someone else within the u3a approved by the Committee would carry out these responsibilities for that particular month.
- To assist with the production of other publications that may be published by the u3a from time to-time (e.g. assisting with the publication of occasional members' bulletins).

Date agreed by the Committee: 2nd March 2021
Review date: 1st March 2022