

u3a Guernsey

**MEDIA TEAM LEADER
Terms of Reference**

PURPOSE

To facilitate communication at all levels within u3a Guernsey

MAIN RESPONSIBILITIES

1. Oversee all aspects of the u3a Guernsey website
2. Oversee the publication of newsletters, news flashes etc
3. Ensure information is provided to be uploaded for the u3a Guernsey Facebook page
4. Ensure the database used for mail shots is regularly updated
5. Chair Media Sub-group meetings to allow for exchange of information
6. Liaise with the Executive Committee to keep it informed of any issues related to media
7. Attend Executive Meetings
8. Review modes of communication and provide support and suggestions to the Executive Committee
9. Answer queries to email addresses u3aguernsey.news@gmail.com and u3aguernsey.website@gmail.com and u3aguernsey.fb@gmail.com and u3aguernsey.suggestionbox@gmail.com and u3aguernsey.beacon@gmail.com
10. To carry out a comprehensive handover to a new Media Team Leader.

These Terms of Reference will be reviewed prior to the appointment of a new Media Team Leader and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.