



## **HASTINGS & ROTHER U3A**

### **JOB DESCRIPTION NEWSLETTER TEAM**

### **DUTIES AND RESPONSIBILITIES**

To produce a quarterly 12 or 16 page print-ready newsletter providing an interesting read and giving members any updates on what is happening within our branch or nationally.

Postholders should be familiar with, or willing to learn, Publisher, be computer literate, have a good standard of grammar/punctuation/spelling, editorial and layout skills, an eye for detail and the ability to work to deadlines and as part of a team.

1. Using Publisher, set up a blank document in A5 booklet/double-page spread to work from.
2. Receive and consider e-mailed or posted contributions from members. Edit and liaise with contributors as necessary.
3. Liaise with Chair and others to receive any regular items, reserving pages where appropriate, or loose inserts.
4. Plan layout of the newsletter to include notices, group news, outings, talks, events etc.
5. Devise/write own pieces where needed or contact convenors direct for information.
6. Format all items into newsletter style, adjust font size to fit, and place in document. Send formatted individual page in PDF to each contributor to check
7. Insert photos or drawings where possible to add interest. Crop/resize as necessary.
8. Write short editorial for back cover to encourage contributions and giving deadline date for receipt of these, ideally at least six weeks before publication.
9. Check the contacts list on the back page is accurate and up-to-date.
10. Send draft newsletter to Chair for approval and to agree any last-minute amendments.
11. Ensure whole document is proofread and any corrections made.
12. Email newsletter and any enclosures to printer (currently AJT Mailing). Double-check proofs carefully and ensure, where necessary, amendments are made. Give deadline date for posting out and any other instructions to printer.
13. Request Database Secretary to send names and addresses of members to printer.
14. After mailout, remove telephone numbers from Publisher copy, convert to PDF in single page view, forward to Webmaster for inclusion on website.
15. Send short reports as requested for committee meetings.