

Committee Role: Newsletter Representative

Other Role: Newsletter Editor

Historically, the position of Newsletter Editor is not incumbent upon being a Committee member.

Equally, it is not a requisite of Committee membership that a newsletter representative (Editor or

Otherwise) be appointed. The fact that the current newsletter Editor sits on the committee is a situation

that has evolved. However, there is a perceived benefit to both bodies from this arrangement.

Function of Newsletter Representative:

To reassure Committee that all aspects of newsletter production and production methods are compatible

With U3A ethos and principles, in that concept is relevant, topical, informative, non-political, non-controversial

And non-defamatory; that budgetary considerations are applied, any 'unusual' costs being agreed with an Officer before print and Committee advised accordingly;

That the end product is of the optimum standard achievable.

Benefits to Newsletter Representative of Committee membership:

Enhanced awareness of business, both current and planned, enables greater accuracy of reporting and cascading of timely information

To the general U3A membership. Interaction with other Committee members (Chairman, Secretary, Groups Co-ordinator as examples)

enables certain non-confidential information to be exchanged and clarified, where inclusion and circulation in the newsletter is agreed to be relevant.

Needs of Newsletter Representative:

Constructive, non-biased feedback and input, and free flow of general membership contact details **in full, the latter to facilitate direct exchange** between

Contributors and Editor (and by implication, editorial team), particularly at, but not restricted to, critical times of the production schedule, for example when print dates are impending and a fast turnaround of

information is crucial.

Morag Bean

25th May 2016