

Programme Editor

AIM:

To produce a readable, understandable and informative programme for all Lewes U3A members 3 times a year.

TASKS:

1. To receive information from the Course Provision Coordinator on which groups will be running in the term and date range covered by the programme. This information to include the names and contact details of the group leaders who can provide the required information for the programme.
2. To solicit information from all group leaders concerning content, venue and the timing of meetings and events. Where necessary, descriptive information may be adjusted to maintain a consistent style.
3. To receive information from other officers and organisers of special events where this information should be included in the programme. This to normally include:
 - a. Chair's letter (Optional)
 - b. Course Provision Coordinator's Letter
 - c. Social Secretary's information about forthcoming events (if any)
 - d. Information from the SUN representative (if any)
 - e. Information concerning the Lewes Lectures (if any)
 - f. Information concerning events such as the Open Day and AGM (when needed)
 - g. General and reference information concerning Lewes U3A
 - h. Any other information that it is appropriate to distribute in printed form in the programme
4. To prepare the New Course Application Form ("green form") based on which courses are designated as "new" (defined by the Course Provision Coordinator) for the coming term and consult with the Assistant Treasurer on the cut-off date for applications.
5. To receive confirmation from the Accommodation Officer(s) of all required venue bookings and to ensure the venues are properly referenced.
6. To coordinate with the Membership Secretary to ensure that the print volume is appropriate to ensure that all existing and new members can receive a copy.
7. To have ensure that the draft programme is proof-read by the Course Provision Coordinator and anyone else who can contribute proof-reading skills (currently the Assistant Treasurer).
8. To coordinate with the printer (currently East Sussex College) to ensure that capacity is planned and materials ordered to meet the planned print date.
9. To organise postal delivery of programmes according to the address information provided by the Membership Secretary.
10. To deliver electronic copies of the programme information to the Web Editor for publishing on the website. These versions to have personal contact information (phone, email, back cover page) removed.