

Newsletter Editor Role Description

This post does not have to be filled by a Committee member.

- Request, write and edit the monthly Newsletter for distribution to members of the u3a. Various copies are required
 - Colour PDF version for emailing
 - B&W PDF version for emailing/ printing
 - Redacted B&W PDF version for postal copies
 - Colour version for Members Facebook – omitting any sensitive/ personal pictures
 - Colour Version for Public Facebook – removing pictures and contact Details
 - “Word” Colour Version for the website editor
- Ensure the newsletter goes by e-mail to all members on the list of member’s e-mail addresses and the Facebook versions are posted on the Facebook Group pages.
The redacted copy is sent to the membership secretary to be distributed by post or to be collected.
- Include within the Newsletter...
 - Monthly Meeting details
 - A monthly diary of events for each group [2 months]
 - Maintain and include a Contacts List for each group
 - Details of “What’s on at the Forum” from info provided by the Forum
- Maintenance of Forum noticeboard with updated u3a news and information.

October 2023