



Job Description: Newsletter Editor

Responsibilities:

Provide information about forthcoming trips, holidays, events etc.
Provide a list of all the available groups, including contact details.
Arrange the above in an attractive format for printing
Publish the newsletter three times a year, in Spring, Summer and Winter.
Ensure that each member receives a copy.

Works with:

The Newsletter Editor works closely with other members of the committee, particularly the Chairman, Group Co-ordinator(s) and “Speaker Seeker”, to ensure the information is up to date. Also the Webmaster, so that information in the Newsletter is the same as on the website.

Tasks:

General

- Attend committee meetings
- Attend/help at general Meetings
- Attend/help at special u3a Northampton events

Specific

- Gather information, photographs and articles relevant to our local u3a in particular, but also including wider u3a issues as appropriate.
- Encourage groups to provide photographs and articles about their activities.
- Display items in a ‘user friendly style, checking grammar and punctuation.
- Arrange for a proof reader to check the newsletter on completion.
- Check with Membership Secretary how many hard copies of the newsletter will be required.
- Obtain quote for this number from Printing Company
- Accept quotation and agree with Printers when the newsletter proof will be provided (usually one week before the distribution date) and when the finished copies will be delivered
- Download and print address labels from Beacon.
- Provide C4 size envelopes and large 2nd class postage stamps, as required.
- Pack newsletters into envelopes and take to General Meeting.
- Post remaining newsletters.
- Email electronic copies to all those who have requested this option.