



Role of Events Diary Editor Approved by Committee 02/03/2023

The role of the Events Diary Editor is a responsible position for Olton and District U3A. The Events Diary Editor does not need to be a member of Committee but will work with other officers on Committee to ensure that all the relevant information required by our members is included in the Events Diary. Following completion of the monthly tasks, the Events Diary is then produced in electronic and printed versions by the Membership Secretary ready for distribution.

The Events Diary Editor produces a monthly schedule of Olton & District U3A activities. The following tasks are included:

- Liaise with group facilitators for information regarding each group programme
- Access the website and Beacon calendar for variations/ additional information
- Contact facilitators if further information is required
- Consolidate the information into a calendar/diary format
- On the weekend prior to the Core Meeting, forward the completed diary to the Membership Secretary, Newsletter Editor and Website Manager .