



Role of Newsletter Editor Approved by Committee 05/05/2022

The role of Newsletter Editor is to provide information and news to the members of Olton and District u3a. The newsletter is published once a month containing news of events that have taken place in the preceding month, details of events that are scheduled in the following month, and general information for the members of Olton and District u3a. The purpose of the newsletter is to encourage participation and engagement, celebrate achievements and to advertise activities which will be of interest and of benefit to the members. The Newsletter Editor needs to be able to write in an informal, friendly manner.

The following lists the main functions of the Newsletter Editor:

- Contact Interest Group Facilitators and members of the committee 3-4 days prior to the date of the first draft of the newsletter, requesting news, information and photographs for inclusion in the newsletter
- Edit the information that is supplied and produce a first draft of the newsletter 6-7 days before the Core Meeting
- Distribute the first draft to committee members and Interest Group Facilitators for checking, and inform recipients of the date by which any amendments should be notified to the Newsletter Editor
- Complete any changes required and then send the final draft to the Membership Secretary for distribution
- Encourage all members of Olton and District u3a to submit material and/or photographs to promote shared ownership of the newsletter