

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: COMMUNICATIONS MANAGER (does not need to be a trustee)

Role Description

Manage a team of volunteers delivering news and information through various channels.

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

Commitment

2 hours per week

Relationships

Coordinates the work of: 1) Publicity manager 2) Webmaster, 3) Social Media Manager, 4) Publications Manager, 5) News copy coordinator, 6) Copy proof reader

Details of the Role

Overall purpose	To manage communications with members and the general public about the charity's purpose, activities and interests via its website, social media email and printed media
Responsibilities:	Actively seek opportunities to promote the charity. Ensure the management committee consider communication issues and opportunities on a regular basis. Ensure the publication of consistent, up to date, interesting information about the charity's activities, aspirations and achievements. Ensure an adequate supply of Membership cards and Publicity leaflets. Manage a team of members prepared to hand deliver publications on a monthly basis. Maintain a supply of the joining brochure at the library and information centre and other places.
Knowledge and skills required	Nothing essential but a good understanding of various forms of communications and media would be helpful
Resources needed	Own computer, internet connection, printer and phone. Expenses are recoverable
Resources available	Communications team members, Website, Facebook page, Beacon Membership Database. Media production company – The Studio. Webmail and email account xxxx@romseyu3a.org.uk