

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: NEWS COPY COORDINATOR (does not need to be a trustee)

Role Description

To collect content for inclusion in monthly publications.

Term of office

There is no specified term. You may contribute for as long as you choose to.

Commitment

2 hours each month

Relationships

Work with of: 1) Communications Manager, 2) Newsletter editor, 3) copy proof reader

Details of the Role

Overall purpose	To provide the Publications Manager with copy ready material for publications
Responsibilities:	<p>Initiate a request for content, via email, from all members, but particularly, the Chair, Group Convenors and Groups Coordinators a number of weeks before the copy deadline and send it to the proof reader who will send it to the Publications Manager.</p> <p>Send out timely reminders to encourage more content to be provided.</p> <p>Receive content in various forms e.g. emails, word documents etc. and turn all into consistent copy material i.e. MS Word documents in Arial 10pt. Images in JPEG or PNG format</p> <p>Forward copy to Publications Manager, via the proof reader if necessary.</p>
Knowledge and skills required	Nothing specific.
Resources needed	Own computer, internet connection printer and telephone
Resources available	Beacon membership database. Communications team members. Webmail and email account news.copy@romseyu3a.org.uk