

# 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: PUBLICATIONS MANAGER** (does not need to be a trustee)

### Role Description

Create publications including a quarterly newsletter, monthly Bulletins, programme cards and membership forms. (A role which may be shared between a number of people).

### Term of office

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

### Commitment

2 hours per month plus 6 to 8 hours each quarter when the newsletter is published.

### Relationships

Works with: 1) Communications Manager 2) Webmaster, 3) Publicity secretary, 4) news copy coordinator, 5) copy proof reader

### Details of the Role

Overall purpose	To produce communications media about the charity's purpose, activities, management and member interests
Responsibilities:	Produce Newsletters in February, May, August & November in the week of the monthly meeting. Produce a monthly Bulletin in other months.  Turn content received from the content coordinator, via the proof reader, into a form suitable for publication in various forms.  Provide a draft of the Newsletter and Bulletin to the Communications Manager for approval to publish.  Arrange for printing and delivery by email, hand and post.  Produce various other printed material, e.g. a joining brochure, Christmas card etc., as required.
Knowledge and skills required	A good understanding of communication principles. Adept at compiling and laying out words and pictures in printed media.
Resources needed	Own computer, publishing software, printer and telephone. Expenses are reimbursable.
Resources available	Team members. Website. Webmail and email address.

### Aide Memoire

Monthly Bulletin	Produce Bulletins as necessary ( <i>not</i> in Newsletter month).  Draft copy proofed by Communications Manager who manages distribution
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	<p>by: email (Beacon); hand-delivery; post; Website including Flipbook.</p> <p>In March include: Notice of and agenda for the AGM and include the; AGM minutes from previous year plus details of Committee vacancies.</p> <p>*Email Newsletter with a Membership Renewal Form (pdf).</p> <p>*Deliver / Post Newsletter with a Membership Renewal Form (printed).</p>
Quarterly Newsletter	<p>Produce newsletters in February, May, August, November.</p> <p>In May include membership renewal reminder,</p> <p>In August Include: Thank you from the Membership Secretary and list Committee member names on back page,..</p> <p>In November Include: Christmas photo and greetings from the Trustees on back page.</p> <p>Draft copy proofed by Communications Manager who manages distribution by: email (Beacon); hand-delivery; post and on website including Flipbook.</p> <p>Request printed copies from The Studio ~10 days before the Monthly Meeting. Check print quantity with Membership Secretary.</p> <p>Printed copies hand-delivered or posted. Extras to Membership Secretary.</p>