

Taw U3A Newsletter Editor Role Description

- 1 To generate an email list of all members by using the Beacon system so that they receive the Newsletter by email
- 2 Generate newsletters. Cross reference entries with the calendar. To set deadlines for entries to be received.
- 3 To receive articles etc from Members and Group Leaders, preferably by email
- 4 To create a PDF version to be sent to the Printers to publish paper copies
- 5 Receive paper copies from Printers and bring to Coffee Mornings for those who do not have an email address
- 6 To arrange distribution of paper copies other than at a Coffee Morning
- 7 To create a list of Taw U3A Groups, their Leaders contact details, where and when they meet using the Beacon System
- 8 To keep electronic copies of all back copies of Newsletter.
- 9 To carry out a comprehensive handover to any new Newsletter Editor when applicable

NOTE

The specific tasks listed above are in addition to the statutory requirements and responsibilities of all Trustees of charitable organisations in the UK as laid down by the charity regulators.

