

Newsletter Editor/Distributor Role

Job Description

This document is for guidance only and is not definitive

1. Role summary

It is not necessary for a Newsletter Editor/Distributor to hold a committee position; it can be a coopted role. The role can be shared between two people or taken on by one person if they have the appropriate skills. The person who undertakes one of these roles can have the opportunity to deputise for both and consider whether this is a combined role that he or she might be willing to consider in the future.

2. Main Responsibilities

- Set copy deadlines for each month
- Collate contributions up to copy deadline date
- Produce draft Newsletter in the standard style and create a PDF version
- Edit submissions in accordance with Committee guidelines
 - Articles will relate only to u3a activities or advice articles which are relevant to u3a members.
 - No personal advertising for financial gain
 - Submissions from External organisations are not to be included but submitted for Committee approval.
 - Interest group reports are not to be excessive, Newsletter Editor to report any examples to the Committee.
- Circulate the draft version and any issues to the Committee in advance of the meeting
- Amend and finalise the Newsletter in accordance with directions from the Committee
- Forward the finished document to the Printer for the paper copies with the number required, normally the day after the Committee meeting.
- Distribute the electronic version using the latest list supplied by the Membership Secretary.

3. Other

- To carry out a comprehensive handover to a new Newsletter Editor when appropriate.