

# Publicity Officer Role

## Job Description

*This document is for guidance only and is not definitive*

### 1. Role summary

To promote the benefits of membership of Torbay u3a by whatever means is appropriate, practical, and cost effective.

### 2. Main responsibilities

- Maintain a register of Committee Members and photos of them for the Website Manager to publish on the website
- Design forms, posters and logos as required, ensuring they follow the u3a Brand Guidelines and they are kept up to date and are available on the Repository in appropriate folders
- Ensure official Torbay u3a documents designed by other people are appropriately presented, follow brand guidelines, and are dated

Last Updated: 09/12/22