



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Communications Officer

1. To have responsibility for – whether by overseeing or personally undertaking – the editing, production and distribution of communications that are intended for all members of Wheathampstead U3A including:
 - Emails (including printed versions for members not on email)
 - Newsletters (published four times per year unless agreed otherwise by the Executive Committee)
 - Wheathampstead U3A website and Facebook content in consultation with the Webmaster
2. To communicate items effectively using the most appropriate communication method(s).
3. To act as the focal point for the receipt of communication items.
4. To handle external publicity by communicating with local newspapers, parish magazines, local radio etc as required.

NOTES:

Communication content may be written by the Communications Officer, by the Executive Committee, National Office, the Events Team, a Wheathampstead U3A Interest Group or another U3A Group.

The agreement of the Executive Committee must be sought and gained prior to the distribution of any external communication.