

PUBLICITY OFFICIER. Whitley Bay u3a

19th May 2021.

Purpose of the post:

To heighten the profile of WBU3a by publishing events and activities.

Functions and responsibilities.

Circulate details of forthcoming meetings and events to local news outlets, considering ,papers, metro stations, community notice boards, libraries.

Supply articles and photographs to the editor of the national publication "Third Age Matters", as agreed with the Executive Committee.

Arrange for up to date photographs of the Executive Committee to be on display at open meetings.

Ensure that the Committee members wear lanyards showing their role.