

STREET AND GLASTONBURY U3A

ROLE DESCRIPTION

NEWSLETTER EDITOR

OBJECTIVES

1. To produce a Newsletter at specified intervals for the S&G U3A.
2. To use the Newsletter as a two-way channel for the dissemination of information among the members of the S&G U3A.

KEY TASKS

1. To gather material, written and visual, of interest to the members of the S&G U3A. This includes reports on events which have taken place and notification of future events. Items from National HQ are also included, as are items from the U3A magazine *Third Age Matters* where they affect the S&G, and some are found on the (national or local) website
2. To edit and assemble this material into a form suitable for Layout prior to submission to the Printer. This includes the writing of pieces, where necessary, to cover gaps in the information available to the members. A facility with written English (punctuation, spelling and Use of English) is an advantage
3. To encourage S&G members to submit items suitable for inclusion in the Newsletter (ie short reports, photographs, poems - whatever the member feels moved to submit)
4. To gather annual reports on the activities of each Group in that academic year. These (short) reports, written by Group Leaders, are requested in March/April for inclusion in the Summer issue
5. To liaise with the Publicity Officer to co-ordinate items for publication; being prepared to submit items on occasion to local media if necessary
6. To liaise with the Layout expert to ensure that the material fits the printing constraints while satisfying the objectives of the Newsletter
7. To liaise with the Secretary, Venues Manager and Membership Secretary to ensure that documentation for the annual Enrolment and renewal of membership is supplied and included in the Summer distribution.
8. To keep abreast of the plans being pursued by other committee members in order to pass on such information to the membership through the Newsletter