

HARLOW u3a ROLE DESCRIPTION: NEWSLETTER EDITOR

THIS ROLE CAN BE HELD BY A NON-TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

PURPOSE:

The purpose of the Newsletter Editor’s role is to –

1. Create and publish Harlow u3a’s monthly newsletter.

KEY TASKS

The main tasks are to –

1. Create content for the newsletter.
2. Contact relevant parties, inviting contributions to the newsletter. Eg. group facilitators.
3. Edit contributions, as necessary, to ensure they are accurate, appropriate and that spelling/grammar is correct.
4. Publish deadline dates for contributions: issue reminders as required.
5. Liaise with the Membership Secretary to ascertain names of members who have elected not to have their names/visual images used in the newsletter.
6. Circulate the monthly newsletter, by Beacon, by the Friday preceding the monthly General Meeting. (The Membership Secretary will circulate paper copies to members who have requested such.)
7. Make provision for members with additional needs who have requested adapted copies of the newsletter. eg. large print version for visually impaired members.
8. Liaise with the Website Administrator to add the current newsletter to the website.

RESPONSIBILITIES AS A COMMITTEE MEMBER

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.