

NEWSLETTER EDITOR ROLES AND RESPONSIBILITIES

Role Summary

The Newsletter Editor manages the layout and content of the u3a Saxon Shore Newsletter on behalf of the Committee and members. It contains articles and items of interest to our membership together with details of group's activities, in order to keep everyone informed with what is happening.

Main Responsibilities

- Towards the end of the month the Groups Co-ordinator will send out a reminder to the Group Leaders to send contributions to you.
- Upon receipt of replies your role is to arrange them, text and images (resizing them as necessary), into a draft Newsletter, using Word or a similar program.
- Prepare the draft Newsletter and send it out to Committee members for comments round about end of the month.
- Receive and co-ordinate any replies from Committee Members, altering and amending the Newsletter as necessary.
- Publish the Newsletter to members on or around the 1st of the Month using Beacon. (Initially this can be done by a committee member)
- Advise Web Site Administrator and Facebook Administrator of publication.

Please note the leader of the Computer Group is happy to provide support if required at any time.

Sept 2024