

## PLYMSTOCK & DISTRICT U3A

# Role Description Newsletter Editor

Compile and produce the monthly newsletter for the Plymstock and District u3a. The newsletter usually includes:

- Chairman's Report
- Details of General Meeting speakers
- Group Leaders' contributions. Send reminders as necessary
- Members' contributions
- Away Days information
- Details of charity initiatives.

Once the newsletter is compiled, the following takes place:

- Liaise with the proof-reader before publication and make amendments as necessary
- Email the final copy to the Membership Secretary for copying and posting to those members without email
- Email the completed document to the membership by using the Beacon system.

This role also requires the post holder to update the Annual Members' Handbook. This involves:

- Checking the details with all contributors and ensuring all copy is accurate at the time of going to print
- Organising printing and distribution as appropriate.

The role requires a good knowledge of using Microsoft Publisher to produce a newsletter or similar. Similar skills with other Desktop Publishing (DTP) or word processing software will be useful and transferable. Training will also be available for anyone who does not already have these skills.