



## ROLE DESCRIPTION

### Newsletter Editor

#### Role Overview:

To oversee the production and distribution of the Wellingborough and District U3A newsletter

#### Key elements:

- To work to deadlines required for production of newsletter. The frequency and size of the newsletter to be agreed with the committee.
- To source and work with members of the Wellingborough and District U3A to collate entries for the newsletter
- Plan, organise, edit and write part of the content of the newsletter
- Ensure Brand guidelines are followed with regard to logos, colour and font etc
- Arrange proofing for all copy for the newsletter
- Final edit of newsletter
- To liaise with the relevant members of the Wellingborough and District U3A committee to produce and distribute the newsletter:-
  - Email copies via Beacon to all members with email. Liaise with Membership Secretary for addresses of those needing posted copies.
  - Arrange with printer to have required number of copies printed
  - Liaise with committee for collection and distribution of printed copies.
- Liaise with Webmaster to upload individual news items, and newsletter to website.