

Newsletter Editor – Role Description

- 1) Publishing software is required with knowledge of how to use it. Currently Microsoft Publisher is used and then exported to a PDF for sharing via email. Previously Affinity has been used.
- 2) The u3a has set fonts (including colours and sizes) which are required for use.
- 3) The newsletter is issued before the members monthly meeting but, after the monthly committee meeting, so that any of their requirements can be included.
- 4) An email is sent to all group leaders in the last 7-10 days of a calendar month, asking for contributions, including photographs. A deadline should be given (usually around the 1st of the month). This can also promote email conversations which may take some time.
- 5) If only very few have been received by the last couple of days in the month, then an email is sent to group leaders who have not submitted an article over the previous few months, cajoling them into writing something!
- 6) Once all articles are received, they need to be edited and the layout organised. Four pages maximum. (This can take 3-6 hours depending on skill levels)
- 7) Currently there are three proofreaders who receive a PDF of the draft for corrections.
- 8) The final edition is now sent, via Beacon, to all members on email.
- 9) Receipts for any purchases (stamps, envelopes, labels etc.) should be completed and submitted to the chairperson for authorisation.
- 10) After the monthly meeting, a list of members who require a newsletter by post is received from 'The Hive' leader so they can be posted out (usually about 6-10 of these)
- 11) Those newsletters for posting are usually sent the day after the monthly meeting at the Duke of Cornwall.