



## Wrekin and District u3a – EC Role Description

---

# Newsletter Editor

### Key Role

To support and promote Wrekin and District u3a activities and events by the efficient production and publication of a regular newsletter for distribution to members.

### Specific elements

- Encourage timeous contributions to the newsletter from Group Leaders and members.
- Schedule publication of newsletter in accordance with dates agreed by EC.
- Liaise with Membership Secretary to ensure members are notified of live newsletter.
- Liaise with Website Manager to ensure newsletters are uploaded to website.
- Ensure members' consent is given for publication of images and quotations.

### Generic elements:

- Ensure compliance with W&D u3a policies and procedures, especially:
  - Committee Member's Code of Conduct
  - Data Protection and Privacy Policies
  - Safeguarding
  - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider W&D u3a activities

|                                     |              |                         |
|-------------------------------------|--------------|-------------------------|
| <b>u3a</b>                          |              | Wrekin and District u3a |
| Newsletter Editor – Role Descriptor |              |                         |
| Approved by Executive Committee     |              |                         |
| Review Date                         | January 2027 |                         |