Newsletter Editor Role Description

Role of the Newsletter Editor of Settle District U3A Each month, a newsletter is produced to share information from and for the groups, toadvertise the Thursday open meeting and any other work and courses of interest from the wider U3As, both regional and national. Timeline:

The newsletter is scheduled to be issued a few days before the monthly meeting so the timeline is worked out backwards from that.

2nd Thursday of the month – monthly meeting
Monday before the monthly meeting – newsletter emailed to members
Weekend before monthly meeting – newsletter uploaded to the website and sent to the printers, who usually turn it around on the Monday.   (To be collected and taken to monthly meeting or distributed by Publicity/Membership roles)
Friday before monthly meeting – newsletter approved by committee, usually coinciding with the committee meeting (unless this has been rescheduled for some reason, and in that case approved by email.
Wednesday / Thursday before committee meeting – draft sent to committee for corrections
Monday before committee meeting – deadline for contributions, newsletter compiled, liaising with contributors as needed
A week before the deadline – reminder sent out to group leaders re the deadline

It is the role of the editor of the newsletter to receive copy from any member, either by email or hand written, edit these submissions and produce two versions of the newsletter in time for the committee meeting prior to the Thursday open meetings for ratification. The full submissions are used for the

website version with the understanding that the editor may need to cut it down to fit onto a two A4 page printed version for those members who have requested such a copy. The editor ensures the website version is put on the website and the printed version is sent to the printers for collection in time for the Thursday meetings for dissemination and collection.Updated January 2023