



Paisley and District u3a – EC Role Descriptor

Newsletter Editor

Key Role

To support and promote Paisley 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 Webmaster to ensure newsletters are uploaded to website.
- Ensure members' consent is given for publication of images and quotations.

Generic elements

- Ensure compliance with P&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 P&D u3a activities

u3a	Paisley and District u3a
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Approved by Executive Committee	
Review Date	January 2025