

## NEWSLETTER EDITOR/PUBLISHER – Summary Role Description

### Role Summary

- To compile a monthly newsletter (News & Views) for the members of the Charnwood u3a (Cu3a).
- To gather information about Cu3a's activities, members' contributions (such as reports, and group news), news and events from local voluntary organisations, research participation calls, and news and training opportunities from the National u3a.
- To arrange the publication of the newsletter in both electronic format (pdf) and printed format.
- To distribute a link to the newsletter via email and send printed copies by post to Cu3a members without access to email. To be sent at the beginning of each month to all members who have requested it.

Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary.	15/07/2024	
3.0	Amendments to some text with inclusion of other subjects.	16/07/2024	