

Tiverton U3A Editor

Role Description

- Essentially the role is to receive reports from the co-ordinators, Membership Secretary, Chairman and any special notices, which are then edited, cut and pasted into the newsletter format for monthly distribution by email or post.
- Deadline for contributions is 5.00pm Friday evening on the week before the monthly meeting. (usually the 3rd Friday of the month)
- The file is usually produced in Word and transferred to PDF for publishing.
- The printer is Garfield Barnett, Cotswolds, Park Road, Tiverton, EX16 6RW.
- The finished newsletter in PDF format should be emailed to him at cotswoldcomputing@live.co.uk by early evening on Sunday.
- The printed newsletters will normally be available for collection within a day or two.
- The latest edition is then posted on the website.
- Emailed newsletters can be sent as soon as is practicable via the Tiverton u3a website.
- The bulk mail should be posted as soon as practicable, at the latest ready to catch the evening post on Tuesday, in order to arrive before the Thursday morning meeting.
- The Beacon membership database can be accessed to produce address labels for the posted newsletters.?
- Receipts for stamps, envelopes and labels will normally be submitted to the treasurer for repayment.
- The rest of the newsletters should be taken to the monthly meeting and sold to members and visitors at £1.50 per copy.
- In the past the following timetable has applied:
 - In the December/January the Application forms are inserted.
 - In February AGM documents (Treasurer's report, Agenda, Last Year's Minutes etc) are inserted.