

Newsletter Editor

The Editor is a member of the U3A Committee and is a Trustee of the Buckingham & District U3A.

There are usually three Newsletters a year produced in April, September and December.

The Editor collates copy sent from other members, group leaders, and the committee, keeps the information in the Groups/Activities list in the Newsletter up to-date, in conjunction with the webmaster, and passes on information concerning Open Meetings.

Once all submissions have been incorporated to his/her satisfaction the Newsletter is e-mailed to the Chairman for final correction, comments, etc.

It can then be submitted to the printer (if applicable). The Membership Secretary supplies labels and advises how many copies should be ordered for those requesting a hard copy.

The Printers deliver the printed Newsletters which are put into labelled envelopes before posting.

However if you decide to take on this task, please don't feel that these are hard and fast rules, you may decide to produce an on-line version only, to change the frequency of the newsletter.