



Newsletter Editor:

To uphold the Constitution of Bourne End and District U3A

To be aware of the Common Responsibilities for all Committee Members/Trustees

Ensure all sources of information are aware of deadlines for publication.

Act to receive information from all sources for inclusion in the newsletter.

Compile newsletter and arrange printing ready for circulation as appropriate

Ensure spare copies are distributed in appropriate public places i.e. libraries after the meeting. NOTE Newsletter should never contain contact details in any part being displayed outside the meetings.