



Publicity Coordinator:

To uphold the Constitution of Bourne End and District U3A

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

Identify appropriate sources of publicity.

To disseminate information about Bourne End and District U3A to recruit new members.

To produce occasional posters for display and ensure that there is a regular supply of advertising on Bourne End and District U3A in public places e.g. Libraries etc.

Ensure information on publicity display boards is updated when necessary

Write occasional pieces about the Bourne End and District U3A for local newspapers and magazines.

To have contacts with local radio stations.

To keep up-to-date records of contacts.

To report to the Committee Members/Trustees when applicable.