

## **JOB DESCRIPTION**

### **PUBLICITY**

#### **The Role**

To help promote our u3a in the local area as a sociable learning organisation for people no longer in full time employment or raising a family.

#### **Activities**

- To update and increase our stock of publicity materials, agreeing a budget with the Treasurer.
- Seek new means of displaying our publicity.
- Liaise with the Web Manager about possible items for our website.
- Be the point of contact for the local press etc.
- Liaise with the Outings Committee and others concerning articles for the local press etc.
- Consider items for the u3a network, including the Third Age Magazine (TAM).
- Promote specific events to the public (such as the September 'showcase').