

Communications and Publicity Manager

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Develop and administer activities to improve understanding of the organisation and its activities by members and the public, and to recruit new members.
Responsibilities:	<ul style="list-style-type: none"> • Determine strategy for communications • Promote U3A Knox in media • Manage marketing activity and arranging the preparation and release of external publicity material to the appropriate people and organisations, including newspapers and community radio. • Update notices at the public libraries, local MP's offices, Knox City Council. • Manage the announcements screen in Parkhills • Ensure publication of the newsletter • Determine direction for and manage Facebook and other social media accounts • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee.
Works With	<ul style="list-style-type: none"> • Newsletter Editor • Social Media