



Role Description: Buzz Editor/Advertising Officer

Role Summary

The main role of the Buzz Editor is to produce the Buzz magazine online. Currently, this is a quarterly magazine coming out four times per year on the 1st day of March, June, September and December to correspond to Spring, Summer, Autumn and Winter.

Main Responsibilities

In addition to the statutory requirements of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies:

1. Attend committee meetings to update the committee regarding the Buzz and any related advertising needs
2. Design and produce an online, informative and easy to read magazine for members with all relevant information for each issue
3. Issue a last date for inclusion to all members, at least 14 days before publication.
4. Chase up any late articles.
5. Send the finished magazine to one or more proofreaders and amend as necessary.
6. Ensure the publication date is adhered to as far as possible
7. Advertise the imminent arrival of the magazine to all members and submit the finished magazine to the Webmaster for display on bu3a's Facebook Page and website.
8. Design, update and produce suitable advertising material (leaflets, banners etc) for bu3a activities and ensure an adequate supply
9. Maintain bu3a's profile in public venues by provision of leaflets, posters etc
10. Liaise with local printers to ensure successful printing
11. Ensure a successful handover to a successor