

## Eastern Region u3a

### PR and Media Role within the Regional Team

Acting as the general communication adviser to all the u3as in the East of England.

Being prepared to tackle issues on all aspects of communications raised by u3a members or to obtain advice and assistance from within the u3a as necessary.

Liaising and supporting over the content of the monthly Regional Bulletin and News with its producer.

Monitoring the Regional Web Site over content and effectiveness.

Liaising with the regional web manger to discuss any amendments

Liaising with fellow u3a members as necessary to update, refresh and add content to the regional website and the monthly Bulletin and News.