



ROLE DESCRIPTION AND PROCEDURES FOR MONTHLY MEETINGS ORGANISER.

Approved by the Executive Committee on 29-021-2025

ROLE SUMMARY

To organise and undertake all aspects of preparation for the Monthly Meetings in association with other u3a members in the Really Useful Group (RUG).

To ensure good communications with EC, raising issues and seeking decisions as appropriate.

To ensure good communication with the HHD u3a membership.

To ensure good communication with speakers

RESPONSIBILITIES AND PROCEDURES

SCHEDULING MEETINGS

To confirm dates and the availability/booking of venues across the three villages.

To inform the member who books speakers, our technical support team and the EC.

LIASION WITH SPEAKERS

To contact speaker confirming title of talk, format of meeting, equipment required. Requesting information about the talk to prepare publicity.

ARRANGEMENTS FOR MEETING

To ensure publicity via social media, Beacon, website and magazine liaison, production and distribution of flyers.

To contact RUG members for supporting the meeting.

To ensure access to the venue and arriving in good time.

To be responsible for securing the venue after the meeting.

To write 100 word reports for the village magazines.