Committee Job Descriptions

Bullet points

JOB DESCRIPTION FOR GROUP COORDINATOR

The Group Coordinator is the link between Group Leaders and the Committee.

1/ Let Group Leaders (GL's) know who you are and to contact you with any problems pertaining to their group. You are not expected to fix the problem on your own if you do not know how to.

2/ Refer problems to the Committee or the Committee Member that may know how to solve the problem.

3/ Ask for updates on how the group is doing.

4/ Ask if groups have vacancies, if yes, inform Committee Member that updates Vacancy List for Newsletter.

5/ Send a monthly email report prior to the committee meeting, outlining any problems or queries that have arisen in the previous month.

6/ Attend as many Committee Meetings as possible, you do not have to attend every month, but a minimum of four times per year.

JOB DESCRIPTION FOR WEBMASTER

1/ Be familiar with WordPress.

Log in, upload media and create links.

We have a teach yourself book, or many instructional videos on the internet.

2/ Update website once per month by adding latest newsletter.

This normally takes five minutes per month.

3/ Make any changes to Groups pages if informed by a Group Leader.

Could take 10 minutes, once or twice per year.

4/ Keep a backup copy on your computer, just in case.

JOB DESCRIPTION FOR MEMBERSHIP SECRETARY

1/ To act as first point of personal, postal, email and telephone contact for potential and current members. (Bourne U3A email address supplied).

2/ To maintain the membership database using the BEACON administration system for;

a. New members and renewals of existing members.

b. Changes to members' details (although members can change basic information themselves using the Members Portal);

3/ To hand to the Treasurer all membership cash and cheques received as soon as possible.

4/ To advise the Treasurer, via email, of all members who renew by BACS

5/ Preparing lists relating to the dispatch of u3a Matters Magazine for members who have requested the publication and paid the annual fee.

6/ To prepare a monthly report on Membership matters for the Executive Committee.

7 To advise the New Members coordinator of any new members once they are listed on Beacon.

8/ To be a member of the Executive Committee, attending monthly meetings.