

Bishop's Cleeve U3A

Job Description: Accessibility & Welfare

- To attend committee meetings as required and monthly Open Meetings to deal with welfare queries or concerns.
- To greet members at the start of Open Meetings, & in particular, to welcome newcomers & inform the Chair/Vice Chair of their attendance
- To ensure that disabled members are offered, wherever possible, the facility for attending Open Meetings & Interest Groups – if necessary, with a carer/companion, including access to buildings & travel to & from venues
- To ascertain where possible those members who have a disability & how this might affect accessibility
- To liaise with the Membership Secretary to ensure that all members have a single point of reference to a specific member of the committee for raising personal queries or concerns
- To act as the conduit for members to inform others of the death of another member, this by means of a basic notification in the following Clarion &/or by email to group members where appropriate
- Where safeguarding issues arise (including incidents between members, abuse or neglect experienced outside the u3a by a member, health related or criminal issues) to be responsible for receiving available information & for ensuring that the information is acted upon in liaison with the appropriate member(s) of the committee.