Vacant Trustee Roles for 2023/24

Non-Officer Roles	
1	**Events Coordinator(s)** To oversee the organisation of events open to all Crawley u3a members and, in some cases, prospective members. These include the monthly meetings, seasonal outings, Christmas party, coffee mornings and the annual September Open Day and Celebration Events. - Support exists in the form of the Really Useful Group (RUGs) and, until end 2023/24, a Monthly Meeting Speaker Organiser and Seasonal Outing Organiser - It is expected that this Trustee Role will be assisted by Working Group(s) for the major events - There is potential to split this into two roles, with each role holder taking responsibility for different events.
2	**Systems Coordinator** **NEW ROLE** There are two components to this role: 1. Overseeing the Crawley u3a **Beacon** system, run by the Third Age Trust (the organisation which supports u3as nationwide) which holds details on members and groups. 2. Managing and synchronising the **IT infrastructure** used by the Trustees. This includes setting up the free of charge not-for-profit Microsoft account for all Trustees, enabling the sharing of files and file storage and managing the @Crawley.org.uk domain.
3	**Migration Webmaster** **NEW ROLE** The Third Age Trust will cease supporting the current web platform, SiteBuilder, sometime in 2025, and is replacing it with SiteWorks, which is a WordPress based system. Our u3a will be migrating to this in 2024 or early 2025. The TAT is planning an extensive training and support system to assist u3as in the migration (see https://siteworks.u3a.org.uk/current/). This Trustee role will oversee the migration, leading a working group of other interested Trustees/ Support Roles/GL/u3a members.