

List of Committee Roles and Volunteer Roles:

Chair

Secretary

Treasurer

Membership Secretary

Interest Group Co-ordinators

Speaker bookings for Monthly Meetings, events & workshops.

Communication and Publicity- website and email manager.

Health and Welfare Officer

Premises Liaison, e.g. Rosebury Lodge, Libraries, Church halls.

Monthly Newsletter Publication

Publications: Annual Programme of Interest groups. Activity Report for AGM.

Welcome Leaflet. Convenor's Information Pack.

Events Organisers- Quiz, Xmas lunch, Garden Party, Community Fairs & stalls, Workshops, New Projects.

New Members Welcome

Volunteer coordination.

Research, SLP, Study Day Liaison.

Delegates to London Region Meetings

Representative on SE Network

Involvement in wider U3A activities.

Tea Team, Technical set up, Room set up.