

## **JOB TITLE EVENTS CO-ORDINATOR**

### **THE PURPOSE OF THE POSITION**

To identify, plan and put on events for members of DU<sub>3</sub>A.

### **RELATIONSHIP WITHIN THE COMMITTEE**

Treasurer with regard to the costings of the event to minimise financial risk.

Outings Co-Ordinator to prevent clash of dates.

Committee to agree proposed events.

### **OUTSIDE AGENCIES**

Hall / room hire agencies e.g. Foakes Hall, Rowena Davey Centre.

### **DUTIES AND RESPONSIBILITIES**

Work with committee to define and agree events for the coming year - 3 U<sub>3</sub>A led events proposed.

Agree budget for individual events with treasurer and committee

Lead small team of helpers to arrange events

Liaise with other organisations to avoid date clashes of similar events, where possible

Obtain feedback after an event from attendees as to lessons learned

Advertise forthcoming events on DU<sub>3</sub>A website, newsletter and local publications

### **KNOWLEDGE AND SKILLS**

Good communication skills

Good organisational skills

Proactive

### **GENERAL COMMITTEE RESPONSIBILITIES**

None

January 2020