

u3a Guernsey

NEW MEMBERS' COORDINATOR

Terms of Reference

PURPOSE

To ensure new members are welcomed and supported to understand the ethos and self-help nature of the organisation.

MAIN RESPONSIBILITIES

1. To update and collate information for new members.
2. To liaise with Executive Committee about improvements for new members.
3. To liaise with new members in the first few months so they feel supported in participating in activities.
4. To organise new members' Introductory sessions such as a specific coffee morning.
5. To attend Executive Committee meetings.
6. To attend coffee mornings to welcome new members.
7. To answer emails sent to u3aguernsey.newmembers@gmail.com.
8. To carry out a comprehensive handover to a new New Members' Coordinator.

These Terms of Reference will be reviewed prior to the appointment of a new New Members' Coordinator and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 7th December 2021.