South Central Network

SCN Manager role

1. Chairs all SCN meetings (via Zoom 8 times a year)
2. Keeps overview of network and sets the Aims and Objectives of the SCN.
3. Attends and reports back from SERN meetings (via Zoom every 7 weeks) and Network Link meetings (via Zoom every 6 months).
4. Supports u3as if asked, and offers support if a u3a appears to be struggling.
5. Communicates with the Board/Regional Trustee on behalf of the SCN.
6. Writes the reports of meetings with input from Network Administrator.
7. Liaise with Network Administrator to decide any extra Agenda items.
8. Maintains and files SCN documents in Dropbox.

SCN Administrator and Webmaster

1. Supports the Network Manager.
2. Emails Calling Notices for meetings and collates replies.
3. Liaise with SCN Manager to decide any extra Agenda items.
4. Attends all meetings and keeps note of who attends and any apologies.
5. Finalise meeting reports and distributes them.
6. Liaise with SCN Manager on decisions regarding the network.
7. Sets the dates for meeting annually.
8. Maintains and files SCN documents in Dropbox.
9. Maintains the website with meetings dates and their reports etc.
10. As Beacon Administrator maintains the list of members and u3as.
11. Sends out all communication to u3as using Beacon.
12. Maintains list of u3a's monthly meeting days and committee meeting days.