



## **HASTINGS & ROTHER U3A**

### **VENUES COORDINATOR**

### **DUTIES AND RESPONSIBILITIES**

To ensure the efficient and effective running of the monthly open meetings by: -

1. Soon after the AGM, drafting the proposed meeting dates for the year following next years AGM. These must be agreed with the committee along with the suggested venue for each date. Morning, afternoon or evening meetings to be arranged in accordance with the programme. Bank holidays should be avoided.
2. Contacting each venue to ensure availability and suitability for the programme.
3. When settled, writing to each venue confirming the arrangements agreed and sending a copy of the correspondence to the Business Secretary.
4. Letting the Speaker Secretary have these dates in good time.
5. A week or more before each open meeting, checking requirements, (e.g. the Speaker Secretary for the speakers needs; the book stall and jig-saw volunteers; newsletter distribution; checking members and visitors in; liaising with the Welcomers Coordinator, etc.)
6. The week before the open meeting, contacting the manager at the venue to confirm: they have the seating and table requirements (e.g. lecture style, tables for tea, etc.); the number of larger tables needed (e.g. for notices, book stall, visitor & member check-in, raffle, audio-visual needs, etc.)
7. With other committee members, remaining open to considering other venues that meet the needs of the membership. This includes: access by public transport; parking; disability access; costs, etc.

Chas Couldrick, May 2017