

Equipment Officer

Responsibilities

1. To maintain a stock of equipment to support the general requirements of U3A groups for the effective projection of presentations, the playing of videos and music and the amplification of speakers. Normally this will apply to activities in rented accommodation but requests from Member's Home groups will be considered.
2. To ensure that all group sessions that use U3A equipment have sufficient support or expertise to make use of it.
3. To provide a current Windows and Microsoft Office environment on laptops ensure that required updates are installed in a timely manner.
4. To attempt to provide adapters for users of other equipment and software to make use of projection and sound equipment.
5. To ensure that equipment pieces are adequately protected from damage if moved from their normal storage location.

Activities

1. Propose the replacement of inadequate equipment and the acquisition of equipment for purposes not yet covered. To identify and purchase agreed items.
2. Maintain an equipment inventory.
3. Ensure that equipment is stored safely and securely when not in use.
4. Maintain equipment in working order and to apply any hardware or software updates that are required.
5. Ensure that consumables (particularly batteries, spare bulbs, cables and power leads) are available when equipment is in use.
6. Maintain a group of volunteers who are capable of using the equipment and who can provide support to groups that need support (the Equipment Team).
7. Provide training on equipment use to anyone who needs it.
8. Encourage group leaders to learn to operate the equipment themselves or to identify group members who can learn the same.
9. Encourage the use of speaker amplification where this will improve the enjoyment of group sessions.
10. Dispose of equipment that is no longer needed in an appropriate manner.

Interactions

1. To work with the Programme Editor to ensure that the equipment requirement of the forthcoming edition can be met and to advise group leaders of any potential clashes
2. Obtain committee approval for all expenditure beyond the supply of consumables, small cables and adapters

Skill set

1. Competency in the Windows and Microsoft Office environment, especially PowerPoint.
2. Willingness to provide support to members using other environments and software, such as macOS, iOS, Unix, Keynote, Google Slides.
3. Ability to create simple user documentation and to provide practical training for individuals and small groups.