

## **Accommodation Officer(s)**

1. In liaison with the Programme Editor and Course Provision Co-ordinator, securing suitable accommodation for courses, lectures, other U3A events and groups not meeting in members' homes; to that end contacting accommodation providers and convenors/tutors as necessary (Only the Accommodation Officer may book a venue in the name of Lewes U3A.)
2. Identifying venues (current, previous and prospective) suitable for Lewes U3A use
3. Maintaining an up-to-date list of contacts and key holders, liaising on a regular basis to establish and maintain good relationships
4. Being the first point of contact to resolve questions or problems relating to suitability, access, heating, lighting and similar concerns
5. Attending Executive Committee meetings, reporting and voting
6. Liaise with the Treasurer on any room bookings and changes.