

ROLE DESCRIPTION – EVENTS COORDINATOR Rev 01

Role Overview:	<p>The Events Coordinator is a member of the Executive Committee of the London Region of U3As (LRU3A), which is a network of all U3As in the London Region. LRU3A is a registered charity and all Committee members are Trustees.</p> <p>The network acts as an intermediary between London U3As and the Third Age Trust, as well as providing mutual support and a voice for U3As in London.</p>
Role Objective:	To help with the planning and ensure the smooth running of LRU3A events.
Tenure:	Elected at the Annual General Meeting for up to 6 years
Main Tasks: <ol style="list-style-type: none">1. Participation in LRU3A Executive Committee meetings and discussions, and with particular regard to LRU3A's programme of meetings and events.2. Participation in subcommittee planning meetings and discussions relating to individual events such as meetings of the Committee, Delegates (including AGM), and Peer Group Networks, as well as Workshops, the Summer School, Study Days etc. as agreed.3. With regard to individual events, responsibilities include finding suitable venues, budgeting, negotiating required arrangements with the venue, handling contracts and invoices, and attending the event to ensure all goes to plan.4. The role has a generic email address: Events.londonregionu3a@gmail.com Emails can be sent directly to this address or via the Contacts Page of the website, and the emails will be forwarded to the post-holder's private email address.	
Other possible activities: <p>There is scope for further development of the role e.g.</p> <ol style="list-style-type: none">1. Outreach/collaboration with relevant organisations	
Helpful qualities and abilities specific to post: <ol style="list-style-type: none">1. Good communicator, team worker and networker2. Good planning, time management, budgeting skills; attention to detail, flexibility/problem solving3. IT skills – Word; Internet; email; videoconferencing	