

ROLE DESCRIPTION – TALKS & SUMMER SCHOOL COORDINATOR

Rev 01

Role Title:	TALKS & SUMMER SCHOOL COORDINATOR
Role Overview:	<p>The Talks and Summer School Coordinator is a member of the Executive Committee of the London Region of U3As (LRU3A), which is a regional 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:	<p>Educational/social events support our main objective of education, encourage regional networking, and can help to raise the profile of LRU3A. While aiming to be self-financing, they may help to generate some revenue to support other LRU3A activities. The role involves coordinating teams of LRU3A Committee and other members to plan and ensure the smooth running of such events.</p>
Tenure:	Elected at the Annual General Meeting for up to 6 years.
<p>Main Tasks:</p> <ol style="list-style-type: none"> 1. Participation in LRU3A Executive Committee meetings, discussions, and activities, with particular regard to LRU3A's programme of educational/social events such as individual talks, Study Days, and the annual Summer School. 2. Events generally require teamwork, and the role involves coordination of working parties to plan and manage the events. To varying degrees this is likely to involve other Committee members such as the Events Coordinator, Learning Development Coordinator, Treasurer, Communications team, Webmaster, and volunteers from member U3As. 3. Tasks of the working groups typically include identifying an event theme and engaging speakers, workshop facilitators, performers, walk leaders etc. as appropriate; negotiating arrangements with venues for in-person events, or video conferencing facilities for online events; contracts, budgeting and financial management; programme development, publicity, registration and ticket sales; catering, equipment, health & safety, hosting and other administrative tasks; evaluation and reporting. 4. Participation at Delegate Meetings and the AGM (four meetings per year) 5. The role has a generic email address: talks.lru3a@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:

There is scope for further development of the role e.g.

1. Support for training and development events such as workshops and discussions at Delegate meetings and peer group meetings.

Helpful qualities and abilities specific to post:

1. Good communicator, team worker, networker, and administrator
2. IT skills – Word; email; Internet; video conferencing (Zoom)