

ROLE DESCRIPTIONS – LISTING OF TEMPLATES AVAILABLE

Rev 01

Roles Description templates are available on the Trust's website as follows:

ROLE TITLE	HYPER LINK
Regional Trustee	https://www.u3a.org.uk/advice/document-downloads/document/regional-trustee-role
Chair	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-064-chair-role-description
Vice Chair	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-067-vice-chair-role-description
Business Secretary	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-065-secretary-role-description
Membership Secretary	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-068-membership-secretary-role-description
Treasurer	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-066-treasurer-role-description
Group Coordinator	https://www.u3a.org.uk/advice/document-downloads/document/u3a-kms-doc-069-group-coordinator-role-description

An addition other sources of other Role Descriptions can be found. Here are those from London Region:

ROLE TITLE	HYPER LINK
Business Secretary	Business Secretary
Chair	Chair
Communications Officer	Communications Officer
Events Coordinator	Events Coordinator
Learning Development Coordinator	Learning Development Coordinator
Membership Secretary – see Mailchimp Administrator now	
Mailchimp / Membership Administrator	Mailchimp / Membership Administrator
Public Relations Advisor	Public Relations Advisor
Talks & Summer School Coordinator	Talks & Summer School Coordinator
Treasurer	Treasurer
Vice Chair	Vice Chair
Webmaster	Webmaster
Zoom Administrator	Zoom Administrator

Role Descriptions - Listing

Some other miscellaneous other Role Descriptions can be found here:

	ROLE TITLE	HYPER LINK
	Group Coordinator / Convener	Group Coordinator/ Leader / Convenor
	Monthly Meetings Organiser	Monthly Meetings Organiser
	Events Coordinator	Events Coordinator
	D&I Advisor	????