

U3A Role Description – Committee Member

Responsibilities

Attend monthly Committee meetings and represent the interests of the general membership.

To support the Chair in the general running of the organisation

To assist the Chair and other Officers in their roles, if required

Attend Monthly main meetings – arrive by 1pm to assist in setting up, as required.

To be a point of contact, either in person or by phone/e-mail to assist with any approach or queries from existing or prospective members. To forward any issues which may arise to the appropriate Officer.