

## **U3A Role Description    Equipment Manager**

- Maintain an up to date list of U3A equipment
- Store, arrange storage and list holders of equipment incl. flash drives
- Keep equipment in working order or ask holders to do this
- Update software on laptops at least monthly or ask holders to do this
- Arrange PAT testing of electrical items and encourage holders to carry out safety checks by eye
- Set up the sound system at monthly meetings, ensure it functions well and dismantle it after the meetings
- Liaise with speaker-arrangers concerning equipment needed by each monthly speaker
- As required, set up projector at monthly meetings
- Liaise with members who have offered to assist with setting up the sound system at monthly meetings