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**Job Description**

**U3a Luton**

**Accessibility Officer (AO)**

**Purpose**

This role is a facilitating one, assisting members and group leaders to reach a satisfactory outcome if either one or both of these two policies need to be implemented.

***Equality, Diversity, & Inclusion Policy***

***Accessibility Policy***

 **Responsibilities**

* To work in an advisory or intermediary role with members and group leaders.
* To ensure that due process is followed using the Process Chart as a guideline.
* To consult with the Executive Committee only if an outcome is not forthcoming, to reach a final decision.
* To report to the Executive Committee (for minuting) with regards to the final outcome adhering to GDPR principles.

The Accessibility Officer is supported by the Executive Committee.

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Final Version agreed by Executive Committee

17 July 2023