

u3a Oldham	Doc.Ref. OLD -008 issue 1
PROCEDURES FOR SETTING UP ON MEETING DAYS	04/05/2021

Front desk

- 1.1 The centre is open from 0900. Between 9.30 - 10.45 2 committee members needed to take money.
Treasurer collects and records money around 10.45 (see door info. below)
- 1.2 Display any banners and/or notices to put up which could include the cost of admission and the title of any talk; Blue tac and Sellotape are useful.
- 1.3 Put out newsletters or magazines. Remind members to take a copy; any spare copies are retained in the cupboard at the centre for later distribution to retirement homes.
- 1.4 A float has not been found to be necessary, but some coin boxes help to speed the collection process and help finding change for people.
- 1.5 Provide help with any enquires from the members, directing them to the appropriate station e.g. the welcomers or the membership table.
- 1.6 Around 10.45 start to count the takings: coin bags and elastic bands for the paper money. A cash box is provided for notes to be kept in.
- 1.7 Takings are recorded using a cash book, keeping a copy, before you hand the monies over to the treasurer at the end of the morning.
- 1.8 At the end tidy up and return any banners etc to the cupboard at the back of the hall.

General

Millennium Centre staff close divider, put out tables and chairs for group leaders' area and chairs for main meeting area.

Notice Boards, No Entry sign, Welcome Boards, Spare Newsletters kept in store near Coffee area.)

Committee member puts out cards on group leaders' tables; currently Kathy Ford

Committee member puts up Notice Boards in Coffee area for the use of U3A link notices or for notices members wish to put up -other events, sale items.

Committee member puts up No entry sign to Group Leaders' area to give them time to set their tables up.

Membership Secretary has table near barrier.

No Entry Sign removed at 10.00 a.m. for members to access group info until 10.45.

10.45 Notices given by a committee member.

Speaker introduced followed by talk (see speakers info sheet)

Welcomers' co-ordinator – Dorothy Gates

Establish and co-ordinate a team of volunteers to act as Welcomers to new members at the Monthly meetings. (2nd Tuesday of month from 9.30) to explain U3A activities and show them to

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Groups' area.

Welcomers:

Welcome area for new members set up under balcony. (See Welcomers info. sheet)

Welcome leader puts out signs, info, spare newsletters on their table.

Tablecloths, leaders table cards, diaries, badges, spare newsletters. All are kept in boxes in MC store.

Train new welcomers:

Put together packs of U3A materials to give out to new members.

Liaise with Secretary to re-order these leaflets from Head Office, as necessary.

Set up New Members' area at meeting.

Host Coffee morning for New Members on 3rd Tuesday of month at the Salt Cellar. 10- 12.

(book room for this meeting).

Welcomers team are also invited to attend this meeting at Salt Cellar.

Contact and responsibilities.

Membership Secretary -Marlene Laing - 0161 785 4416

Sound System I projector set up by

Mike Whitbread - 01457 837 831

Geoff Hilton - 01457 875 838

Sound System stored by GH.

Laptop & Projector - usually kept by Helen Rigby- 01457 873 093

Speakers contact Kathy Ford

Refreshments (non-committee) from 9.15 -10.45

Organiser - Ros Lord - 0161 624 0057

Deputy - Janette Wright contact no.

RL to contact ??? for any queries, needs.