



DRAFT

Role of Room Hire Secretary Approved by Committee 02/06 /2022

The role of the Room Hire Secretary is to support the Business Secretary in management of room hiring by members of Olton and District u3a and ensure our Procedures for Room Hire have been followed.

Responsibilities for meetings not related to interest groups

- The Room Hire Secretary is the contact person for all venues staff
- Carry out room bookings in accordance with room hire procedures
- Ensure clear communication with Treasurer on financial matters (budget and payment)
- Ensure clear communication with Business Secretary on administration matters

Responsibilities for interest groups meetings

- Primary responsibility rests with individual group facilitators. Some facilitators may wish to lead room hire themselves whilst others may prefer to let Room Hire Secretary take the lead.
- Either approach may be adopted as long as Room Hire Secretary is in a clear position to manage and monitor the position.
- A consistent approach should be adopted for each interest group and the Room Hire Secretary will ensure that approach is used. (A piecemeal approach may lead to errors)
- Ensure clear communication with Business Secretary on administration matters

General Responsibilities

- The Room Hire Secretary will work with the Business Secretary to provide an annual report relating to room hiring at the end of each financial year. This will include an overview of which venues have been used in the last 12 months and a recommendation on which ones to use in next 12 months.
- In addition if major issues arise with any venue then a separate report should be produced.
- Ensure that room hire procedures are maintained, updated and circulated in a timely and efficient manner.