



Role of Resources Co-ordinator Approved by Committee 03/03/2022

The role of Resources Co-ordinator is a responsible position for Olton and District u3a. The Resources Co-ordinator does not need to be a member of Committee but will work with other officers on Committee to ensure accurate and up to date records are maintained of all key resources.

The Resources Co-ordinator together with the Treasurer and Secretary will ensure that these records are stored in accordance with legislation and are available for members when required. The following lists the main functions of the Resources Co-ordinator:

- Maintain an equipment register including description, inventory number, and storage location
- Review use, organisation and storage of equipment by groups
- Ensure arrangements for essential equipment to be available at core general meetings
- Purchase and dispose of equipment in liaison with Treasurer and Business Secretary
- Ensure that register and records are presented to members each year at AGM.