



Role of General Meeting Setup Co-ordinator

Approved by Committee 3/3/2022

The role of General Meeting Setup Co-ordinator (GMSC) is a responsible position for Olton and District U3A. The GMSC does not need to be a member of Committee but will work with other officers on Committee to ensure the smooth running of the General Meetings.

The GMSC is responsible for keeping an up-to-date list of volunteers who can be called upon to perform the following tasks. The GMSC should supervise those volunteers to ensure that the tasks are completed as required.

- Ensure the hall is open for the General Meeting
- Serve refreshments
- Safely put out the required tables and chairs
- Erect external banners
- Make sure that the microphones are available and the PA system is switched on
- Ensure that any equipment required by the Speaker is available
- Clear away after each meeting, ensuring that the tables and chairs are safely stored and the kitchen is left in a clean and tidy state