

Job Description Events and Sound & Vision (SV) Coordinator



This is a summary and is not an exhaustive list and may be amended as the needs of u3a change. In addition to the officers, there are committee members. It is important to remember that everybody on the committee is a trustee. Committee members shall serve for a period of 3 years unless re-elected unopposed.

EVENTS

- Encourage members of our own u3a to give talks and run events.
- At least three months in advance contact the website manager with details of forthcoming Events and Monthly Meeting Speakers for them to include on the events page of the website.
- Twice yearly, at the end of January and the end of September e-mail the details of forthcoming Events and Monthly Meeting Speakers to the editor of Good Times.
- Before confirming an event discuss with committee timing & costs, plus details of potential speakers who are u3a members.
- Liaise with Interest Groups' Coordinator and make any bookings/cancellations of accommodation. Obtain a written confirmation of any booking/cancellation and cost.
- Ensure the person running the event has a copy of the procedures for Organising and Costing an Event
- Work with the member to ensure they understand the procedures and provide help and support when needed
- Work in conjunction with the treasurer to ensure we do not overspend on speaker fees.

General Responsibilities

- Be a member of the Preston and District u3a Committee which meets 6 times per year
- Be a trustee of the u3a Preston and District Charity
- Deal with Sound & Vision Booking Forms. Liaise with Meeting Organisers to ensure the SV Team can fulfill their Audio & Visual request.
- Liaise with Sound & Vision (SV) Team regarding the Organisers SV needs and if appropriate book at least one member of the SV Team to be present at the meeting to set the system up, operate it during the meeting and dismantle it at the end of the meeting.
- Have a working knowledge of what equipment is available from the branch SV inventory
- Be willing to take some responsibility when committee members are sick or out of post.

Skills and Attributes:

- Working knowledge of Beacon
- Word- processing and email essential
- Good organisational skills
- Good communication skills
- Ability to work as part of a team
- Able to use initiative

Confidentiality:

Once a committee decision has been reached, committee members are expected to accept and abide by it. Most people recognise that decisions are not always going to be to their liking but that is the nature of democracy. Opinions expressed in meeting should be regarded as confidential.

Data Protection

Any membership data which you have access to should only be used for the purposes of carrying out your job role. Data should not be stored on your personal computers indefinitely. All data should be deleted once it is no longer required.

Other Information: Sign a Declaration of eligibility for newly appointed trustees & sign to say what and where we can publish your name and phone number.