

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

ROLE: MONTHLY MEETING HALL MANAGER (does not need to be a trustee)

Role Description

Oversee the setting up of Crosfield Hall or other venues for monthly meetings

Term of office

There is no specified term. You may contribute for as long as you choose to.

Commitment

3 hours per month

Relationships

Chair and all members regardless of role

Details of the Role

Overall purpose	Oversee the setting up of Crosfield Hall or other venues for monthly speaker meetings.
Responsibilities:	<p>Create and/or manage an agreed plan for the u3a meeting.</p> <p>Liaise with venue staff and the u3a Management Committee to ensure effective venue management.</p> <p>Maintain a documented layout of the premises as an agreed template for the positioning of chairs, tables and any other equipment, in accordance with the health and safety regulations of the venue including maximum numbers allowed and the fire exits, and in accordance with the u3a's risk management plan</p> <p>Make sure that any electronic, acoustic or visual equipment – screen etc. provided by the venue, has been set up and is operational prior to the meeting.</p> <p>Ensure that specific seating for not-so-agile members is available and identifiable and ensure space at a suitable position for members in wheel chairs, with easy access and exit from the premises.</p> <p>Provide directional/information signage, as required and appropriate, including specific table labels for group leaders and committee officials as requested by the committee, to assist members to access the information they require on the day.</p> <p>Be observant throughout the meeting and on hand to be of assistance in any way as may be required by members, committee or venue staff.</p> <p>Before leaving make sure that the majority of members have vacated the premises and that any remaining have good reason to do so.</p>
Knowledge and	Nothing specific. Be approachable and personable

skills required	
Resources needed	Nothing specific
Resources available	Webmail and email account xxxx@romseyu3a.org.uk if required.

Aide Memoire

Main Hall	<ul style="list-style-type: none"> – Seating for best estimate 200 – Table for speaker, lectern – Reserved seating if required – Projector table/stand and power supply – PA Audio equipment: mics lapel and handheld – Screen and connecting leads to laptops (provided by speaker and/or Technical Support Manager) – Any tables required at back of hall, labelling required – AGM: raised dais, tables and chairs at front of stage
Front Lobby	<ul style="list-style-type: none"> – Tables for Attendance Lists and chairs, Meet & Greet Team to assist – Appropriate signage for members' entrance and exit – Signage between Hall and Annex
Annex	<ul style="list-style-type: none"> – Table arrangements for distribution of quarterly newsletter – New Members and Visitors area close to refreshments – small table and 6 chairs – 1 large table each for: Treasurer, Membership, Travel Group, Theatre Trips, Short Day Trips, Interest Groups Team