

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: NEW MEMBER AMBASSADOR (Does not need to be a trustee)

Role Description

Help new members get the best member experience.

Term of office

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

Commitment

An hour per month but 3 hours in the two months of a new members' meeting

Relationships

With all members

Details of the Role

Overall purpose	To support the Chair in delivering an outstanding new member experience
Responsibilities:	Take every, convenient, opportunity to help new members to feel welcome, appreciated and rewarded. Assist the Chair in running a new members' meeting twice a year.
Knowledge and skills required	Nothing specific
Resources needed	Nothing specific, own computer, internet connection and phone would be helpful
Resources available	Beacon membership database