

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: OFFICE SUPPLIES MANAGER (does not need to be a trustee)

Role Description

Provide Trustees and volunteers with the materials they need to perform their role

Term of office

There is no specified term of office

Commitment

Less than an hour per month

Relationships

With trustees, group convenors and other volunteers

Details of the Role

Overall purpose	Provide paper, pens and other items in response to requests for materials from u3a group convenors, trustees and other volunteers.
Responsibilities:	<p>Order materials from County Supplies Bar End Road Winchester SO239NR Tel.01962 826999 E-Mail county.supplies@hants.gov.uk. U3A Customer No 1036836</p> <p>Order by email with a copy to treasurer@romseyu3a.org.uk</p> <p>Request invoice to be sent directly to treasurer@romseyu3a.org.uk</p> <p>File orders with the County Supplies Catalogue</p> <p>Order items on Monday or Tuesday for delivery normally Tuesday of the following week.</p> <p>Collect orders from the Community Office, Romsey School, the week following ordering</p> <p>Arrange delivery to volunteers and trustees as convenient.</p>
Knowledge and skills required	Nothing specific
Resources needed	Computer, internet service and email
Resources available	County Supplies Catalogue and website. Webmail and email account xxxx@romseyu3a.org.uk