

# 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: TECHNICAL SUPPORT MANAGER** (does not need to be a trustee)

### Role Description

Provide a projection service for monthly meetings

### Term of office

There is no specified term

### Commitment

4 hours per month

### Relationships

Chair, group convenors, programme secretary, monthly meeting hall manager.

### Details of the Role

Overall purpose	Provide an on-screen information service for attendees of the monthly meetings and support the chair and speaker with audio/visual services.
Responsibilities:	Manage the sound and image projection in Monthly speaker meetings Keep a set of information slides up to date for a 'rolling presentation' before the meeting starts. Assist speakers to connect their presentation to the Crosfield Hall projection and audio equipment. (Ideally) support the broadcast of meetings via Zoom.
Knowledge and skills required	A general understanding of laptop and software use
Resources needed	None other than those available
Resources available	1 x Dell 'Inspiron 15" Laptop Computer with black Carry Bag 1 x 'Logitech' Remote Control (Kept in computer bag) used as remote slide changer with infra-red spot to highlight points of interest on slide screen 1 x Edson LCD Projector ( Model H473B ) this also has a remote control and connecting leads together in its own black Carry Bag 1 x Extension lead with multiple sockets. Expenses are reimbursable.

### Aid Memoire

- Take care of equipment provided for this operation. Ensure it is in good working order i.e. keep Avast virus and other software up to date, ensure the laptop battery is fully charged before use, check that the batteries for the Logitech remote control are working, replace if necessary and reclaim costs via the Treasurer.

- Make contact with the chair and group leaders in advance of meetings to collect updated information to add to the next month's rolling presentation. Most notices are simply stated, others have regular updates. Also the current month's speaker details need to be added and future speaker details updated.
- Check on Beacon and update the number on the 'Membership' slide
- Update and operate the slide presentation for "This Month's Notices" switch on computer and wait for "Visitor Welcome" to appear, click on "This Month's Notices" and the slide presentation will appear. To update individual slides click on slide icons on the left hand side of screen where it is then possible to click on and change items on individual slides. Use mouse over each slide to right or left click to add delete or hide a slide, also one of these icons is clicked to start the presentation. To switch off, click on Microsoft Windows symbol in bottom left corner.
- Arrive in good time 20-30 minutes before speaker to set up projector and computer to ensure all in running order. At the Crosfield Hall there is a large Screen on the stage or at other venues check beforehand who will provide a screen! Set up a small table large enough to hold both computer and projector and run extension leads to nearest sockets ( ensure cables are covered and not able to be tripped over) plug in both computer and overhead if used to ensure power is not interrupted. Our system does not have speakers and the computer inbuilt sound would not be loud enough for most Meeting audiences - however Colin Moretti owns a speaker set that is sometimes used at smaller meeting groups when requested in advance. When the inbuilt Overhead Projector is used such as at the Crosfield Main Hall a speaker system is built in so when using this the sound will automatically be incorporated in the presentation. If the speaker needs to use sound from his presentation and he wants to use his own laptop he would need to have HDMI connections on his computer ( most do have ).
- On arrival at venue check in with u3a meeting organiser and get any update or information on the speaker's needs and possible arrival time.
- When speaker arrives make them welcome and at ease and explain if necessary what your function is and offer any help they require whilst also checking what equipment he is going to use. You may be required to help with microphones "Hand Held" or Lapel for speaker presentation or feedback at question time. Check if he has a "Memory Stick" that he/she wants to use and insert and check programme is working immediately. An icon will appear at bottom edge of screen for this programme, click on and check all is well with speaker. This will now be ready to roll and you are able to switch back to the rolling screen with "This Month's Notices" until speaker is ready to start. The "Rolling Screen" is run before the official meeting begins whilst our audience is arriving and following the end of the meeting ( when audience go for tea/coffee, this can continue for approximately half an hour before clearing away.
- If the speaker wishes to use his own equipment he can plug into his own or our projector ( be careful not to get leads mixed up, check you have all the right equipment belonging to you and give back " Memory Stick" ). Switch off if you are using our own projector and allow for the bulb to "Cool Down" before packing away.
- When holding a presentation at some larger venues such as The Crosfield Hall, there is an inbuilt "Overhead Laser Projector" this can be used using the HDMI lead supplied by the hall, check with Crosfield Hall Caretaker/Manager that everything is good to go!
- Occasionally you may be asked if the equipment can be "borrowed" for use by individual u3a groups, this is possible although you will need to be sure a responsible knowledgeable person is taking charge of equipment and arrange collection/delivery so as not to interfere with our monthly meeting - alternatively you can offer to manage the equipment yourself and attend the meeting.

- Both main pieces of equipment have their cables/leads, the computer and projector can be used with normal connections or HDMI leads, our computer and projector carry the facility to use both - there may be times when a presenter may want to use his own computer so the alternative connections may be required.