

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: ZOOM LICENCE MANAGER (Does not need to be a trustee)

Role Description

Schedule meetings for those interest groups who wish to meet on Zoom and for its use for monthly speaker meetings

Term of office

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

Commitment

Less than one hour per week

Relationships

Principally with group convenors and business secretary

Details of the Role

Overall purpose	To facilitate the use of Zoom in u3a meetings
Responsibilities:	Schedule meetings for u3a meetings as requested by group convenors and management committee members and send logon details to them Provide functionality support to members wishing to use Zoom as an environment for meetings Monitor the use of the licences and advise the Treasurer if reducing use warrants a reduction of licence Send invoices and receipts for payment to the Treasurer (automatic payment is set up against a u3a debit card)
Knowledge and skills required	An understanding of how Zoom works, which is well supported by online help
Resources needed	Own computer, internet connection and phone
Resources available	2 x Zoom Pro licences, Beacon membership database Webmail and 2 email accounts xxxx@romseyu3a.org.uk and online@romseyu3a.org.uk