

# Taw U3A Facebook Administrator Trustee Role Description

1. To administer the Taw U3A Facebook site.
2. To advise the Trustees of any significant postings on the site and seek advice from them on any relevant issues.
3. To have access to the Beacon System to be able to obtain New Members details and communicate with them.
4. To promote events and initiatives and seek Trustees approval where necessary.
5. To communicate and offer advice where appropriate to members of the site.
6. To carry out a comprehensive handover to a new Facebook Administrator.

## **NOTE**

The Specific tasks listed above are in addition to the statutory requirements and responsibilities of all Trustees of charitable organisations in the UK as laid down by the charity regulators