

Taw U3A New Member Trustee Role Description

- 1 To Meet and Greet New Members at the Coffee Mornings and to ensure they are introduced to the Trustees and other members
- 2 To receive each month from the Membership Secretary a list of new members for that month.
- 3 To make contact with New Members who do not attend a Coffee Morning to welcome them to Taw U3A and to ensure they receive a Monthly Newsletter.
- 4 To have access to the Beacon System to be able to obtain New Members details.
- 5 To follow up New Members to ensure they have settled in and have found Groups to join and possible set up a Buddy System between New Members so they feel welcomed.
- 6 To carry out a comprehensive handover to a new New Member Trustee when applicable.

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.