TWO MOORS NETWORK CONTACT

ROLE & RESPONSIBILITIES

1.   PURPOSE OF ROLE:

1.1   To undertake the responsibilities of Network Contact for the South West u3a Region, Two Moors Network grouping of u3as, which comprises of 7 local u3as who have chosen to work together for support and the mutual benefit of the members of the u3as concerned. These are Callington and Launceston from Cornwall, East Dartmoor, Moor's Edge, Okehampton, Tavy and West Dartmoor all from Devon.

2.   GENERAL RESPONSIBILITIES:

2.1   To arrange and attend Two Moors Network Meetings, including the invitation to members and Agenda.

2.2   To liaise with Two Moors Network u3as, as necessary.

2.3   To assist with Two Moors Network u3as Study Days, Network Quiz, Inter U3A competitions, Workshops, training, social activities and promotional events, as necessary.

3.   SPECIFIC RESPONSIBILITIES:

3.1   To coordinate and produce a Two Moors Network Feedback Report for the South West u3a Region Network Contacts/Links Meeting, three times a year.

3.2   To attend the South West u3a Region Network Contacts Meeting, face to face three times a year and by Zoom three times a year.

3.3   To attend Network Link Meetings usually three times a year.

3.4   To feedback relevant information from South West u3a Region Network Contacts Meeting to Two Moors Network u3as.

3.5   To maintain and arrange for the upload of information to the [Two Moors Network](#) website.

3.6   To forward messages / queries received through the Two Moors webpage to u3as, for further dissemination or reply.

3.7   To advise and support Two Moors Network u3as on matters relating to information hosted on the [South West u3a Region](#) and [u3a office](#) websites.

3.8   To create and maintain communication links with the Two Moors Network, the South West u3a Region and the Third Age Trust.

3.9   To keep the Trustee for the South West informed of Two Moors Network events.

3.10   To contact Regional Support Team (RST) volunteers if help required with problems such as conflict resolution, AGMs, recruitment, training, new policy etc

3.11   To be familiar with all necessary legislation, leaflets, guidelines, policies, procedures and keep updated in order to pass on the information to Two Moors Network u3as.

3.12   To disseminate information from Trustee for the South West to Two Moors Network u3as.

3.13   To encourage the Two Moors Network u3as to request workshops/seminars on topics concerned with the running and future development of their u3as. Any small group of u3as which would like to hold such an event may apply for a grant from The Trust to cover venue hire and associated administrative costs and possibly a contribution towards refreshments. Further information can be obtained from the Trustee for the South West.

3.14   To maintain and use Beacon for Networks for sending emails to Two Moors Network members.

3.15   To update Beacon for Networks SW Region, with Two Moors Network u3as Committee details.

Prepared by: Malcolm Tulip

Two Moors Network Contact

21st February 2024