

TWO MOORS NETWORK

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 6 local u3as who have chosen to work together for support and the mutual benefit of the members of the u3as concerned. These are Launceston from Cornwall, East Dartmoor, Moor's Edge, Okehampton, Tavy and West Dartmoor all from Devon.

2. GENERAL RESPONSIBILITIES:

2.1 To attend Two Moors Network Meetings.

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 to four times a year.

3.2 To attend the South West u3a Region Network Contacts Meeting, three to four times a year.

3.3 To attend Network Link Meetings two to 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 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 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 a list of Two Moors Network members. (**ANNEX A**)

Prepared by: Malcolm Tulip

Two Moors Network Contact

20th October 2021

TWO MOORS NETWORK MEMBERSHIP

U3A	NAME	ROLE
SW Region	Susan Parker	Trustee for the South West
East Dartmoor	Margaret Marsh	Vice Chairman
Launceston	Mike Tremeer	Chairman
Launceston	Alan Maizels	Business Secretary
Launceston	Vacant	Vice Chairman
Moor's Edge	Sarah Vercoe	Chairman
Moor's Edge		
Moor's Edge		
Okehampton	Sheila Johnson	Chairman
Tavy	Robin Neave	Chairman
West Dartmoor	Richard Searle	Chairman
West Dartmoor	Mary Dimond	Secretary
Launceston	Malcolm Tulip	Network Contact