

Walsall u3a learn, laugh, live



ROUND THE WORLD INTEREST GROUP LEADER

We are looking for at least two enthusiastic individuals to join the team

- **Arranging the date and topic of the meetings.**
- **Liaising with the Interest Group Co-ordinator**
- **Arranging a signing-in sheet and for people to pay the fee which goes towards the cost of the room.**
- **Arranging refreshments; tea/coffee/squash/biscuits.**
- **Preparing the room; seating and audio-visual equipment if needed.**
- **Paying the speakers if/when appropriate; often it is group members who do a presentation. (Money for payment if necessary is obtained from the treasurer).**
- **Thanking the presenters.**
- **Paying in the fees to one of the cashiers**

There is help and support available. You are not alone

