

Walsall u3a learn, laugh, live



TECHNICIAN POSITION

- Set up & put away the sound, projection equipment at the monthly meetings.
- Set up & put away the laptop and other equipment required for the Interest Group meetings if required.
- Keep the lap top updated.
- Keep the management committee informed on technical innovations.
- Purchase new equipment when required.
- Keep an up to date log of all equipment owned by the U3A & liaise with the Administration Secretary.
- Keep the keys owned by the U3A.

