



WHEATHAMPSTEAD U3A

Executive Committee Job Descriptions

Liaison Officer

1. To attend Herts Network Meetings, and alert the Committee to the date and agenda, so that one other member can attend at the same time, if interested.
2. To report back from Herts Network meetings to U3A Committee Meetings, and pass event dates on to the committee, and then the Newsletter Editor and Website manager for circulation to members
3. To become familiar with the work of the Regional Trustee, (currently Jeff Carter) and get to know him, so that we can ask for advice or pass on complaints and have someone to contact before going to Head Office.
4. To learn more about the U3A movement by attending the Annual Summer Conference and AGM and report back to the committee.
5. To liaise with the Third Age Trust (Head Office) by keeping themselves informed about changes and initiatives, as well as website content generally, and passing this information on to the Committee at Committee meetings.
6. To attend Wheathampstead U3A Committee Meetings
7. To prepare for Speaker Meetings and help in any way in the business of the Wheathampstead U3A as the Chairman requests.