

Witney U3A

Committee Job Profiles

Position:	Beacon System Advisor
Responsible for:	<p>(a) Supporting all Committee members and Witney u3a members in using Beacon.</p> <p>(b) Supporting Group Leaders to use Beacon at the request of the Groups' Co-ordinator.</p> <p>(b)Liaising with u3a Beacon Support Team to maintain system.</p> <p>(c) Ensuring compliance within own role with policies and guidelines relating to i) members privacy (GDPR) ii) members safety and well-being (Safeguarding) iii) equality, and iv) accessibility, and to refer any breaches or issues relating to the policies/guidelines promptly to the committee.</p> <p>(d) Being sufficiently familiar with the roles of other Committee members so that is able to undertake another's tasks in emergency.</p> <p>(e) Being able and willing to explain the ethos of U3A and how the Witney branch works to visitors and new members.</p> <p>(f) Being familiar with the Witney U3A Fire Safety Policy, and attend the annual Fire Safety Awareness session. Being familiar with the Methodist Church layout, the exits, location of fire fighting equipment and the First Aid box</p>
Responsible to:	The Committee and the membership
Authority:	No authority to spend money without approval of the Treasurer