

Witney u3a

Committee Role Description

Position: New Members Contact

Responsible for:

- (a) Helping new members feel part of Witney U3A
 - (i) organising regular coffee mornings for new members to meet
 - (ii) ensuring new members are aware of aims and guiding principles of U3A, and know how to access national and local websites
 - (iii) ensuring new members have information about Witney U3A interest groups
 - (iv) to help resolve queries of new members by contacting them within a few weeks of joining and being their point of contact during the first six months of their membership.
 - (v) liaising regularly with the Membership Secretary to ensure all new members are contacted early.

- (b) Manning table for new members and visitors at Thursday afternoon Speaker Meetings.
 - (i) encouraging visitors to become members by answering questions and giving information about the U3A and the Witney group
 - (ii) directing new members and visitors to Group Information table
 - (iii) directing visitors interested in becoming members to Membership Secretary

- (c) being sufficiently familiar with the roles of other Committee members so that is able to undertake another's tasks when needed.

- (d) ensuring compliance within own role with policies and guidelines relating to
 - (i) members privacy (GDPR)
 - (ii) members safety and well-being (Safeguarding)
 - (iii) equality
 - (iv) accessibilityand to refer any breaches or issues relating to these policies/guidelines promptly to the committee.

- (e) being familiar with the Witney U3A Fire Safety Policy, and attend the annual Fire Safety Awareness session. Being aware of the Methodist Church layout, the exits and location of fire fighting equipment and the First Aid box.

Responsible to: The committee and membership

Authority: No authority to spend money without the approval of the Treasurer

Updated April 2023