



Role Description

Meetings Co-ordinator

Overall Role

- To act as central coordinator for Monthly Meetings & Coffee Mornings. This is to manage the events, not necessarily to do all the work.
- To attend each Monthly Meeting & Coffee morning (or arrange a stand-in where possible)

Specific Tasks

1. Monthly Meetings (every month except August & December)
 - Before each meeting
 - Remind the key people about the meeting and confirm they will be there – arrange stand-ins where appropriate and possible
 - Bring the display board up-to-date
 - On the day
 - Put the display board up
 - Ensure the room is made ready (tables, chairs, display boards, U3A leaflets etc)
2. Coffee Mornings (every month)
 - Before each meeting
 - Remind the key people about the meeting and confirm they will be there.
 - Print a blank Register of Attendees
 - On the day
 - Ensure the room is made ready (tables, chairs, U3A leaflets etc)
3. In March, create a Refreshment Rota for the next 12 months