

ROLE DESCRIPTION - MEETINGS CO-ORDINATOR

Overall Role

- To act as central coordinator for Monthly Meetings and Coffee Mornings (in Sacred Heart Church). This is to co-ordinate those who are helping out at the events, not to do all the work oneself.
- To attend Monthly Meetings and Coffee mornings (in Sacred Heart Church) (or arrange a stand-in where possible), to take (or collect) the attendance records.
- To maintain the list of key helpers and contacts for each type of meeting, encouraging each person on the list to have a nominated stand-in.
- To keep a record (from the attendance sheets) of the numbers of members, non-members and committee members who attend each meeting, and to email the Membership Secretary with those numbers once per month, to keep the committee informed of attendance.
- To be aware of the arrangements for monthly meetings held in Cosham Baptist Church

Specific Tasks

1. Monthly Meetings (SHC) (every month except August & December)

- Before each meeting
 - Remind the key helpers about the meeting and confirm they will be there – or details of their stand-ins where appropriate and possible
- On the day
 - Be around to see that everything is being done, and to help out, where, and if, if necessary;
 - Check that the room is being made ready (tables, chairs, refreshments, display boards, U3A leaflets etc.)
- After the meeting
 - Check that everything is cleared away and the room is put back to original state.
 - To collect in the attendance registers, and keep a tally of numbers, for reporting to the Membership Secretary.

2. Coffee Mornings (SHC) (every month except August)

- Before each meeting
 - Remind the key helpers about the meeting and confirm they (or their stand-in) will be there.
- On the day
 - Ensure the room is made ready (tables, chairs, U3A leaflets etc)
- After the meeting
 - Check that everything is cleared away and the room is put back to original state.
 - To collect in the attendance registers, and keep a tally of numbers, for reporting to the Membership Secretary.

3. Help-out Groups Rota

- In December, create a Refreshment Rota (nominated groups to provide helpers for monthly meetings) for the next 12 months.

Document history	
January 2024 – Hilary Ryan	First issue (based on old Meetings Manager role)
October 2024 – Rob Stansbury	Added CBC references and general rewording