

HARLOW u3a ROLE DESCRIPTION: EVENTS CO-ORDINATOR

THIS ROLE SHOULD BE HELD BY A TRUSTEE

- It is the role of all trustees to ensure the “object” of Harlow u3a’s constitution is promoted and fulfilled. (the object of the CIO is the advancement of education and, in particular, the education of older people and those who are retired from full time work, by means including associated activities conducive to learning and personal development.” (Pg 1 point 3 of the Constitution)
- All role holders should be familiar with policy and practice which relate to the running of Harlow u3a, specifically: Harlow u3a Constitution, the Role of a Trustee, Data Protection and Privacy policies, Safeguarding Guidance and Protocols.

PURPOSE:

The purpose of the Events Co-ordinator role is to –

1. Suggest events for Harlow u3a members.
2. Plan and stage events for Harlow u3a members.

KEY TASKS:

The main tasks are to –

1. Consult with Harlow u3a Committee to agree events for Harlow u3a members.
2. Review the published calendar, and liaise with Visits and Outings Team, to avoid date clashes when considering an event.
3. Agree a budget for events with Committee and Treasurer.
4. Identify and book suitable venues for planned events.
5. Identify and source resources and equipment required for planned events.
6. Liaise with relevant parties to publicise planned events to members. Eg. Newsletter Editor, Website Administrator.
7. Complete risk assessment as required.
8. Run planned events.
9. Organise helpers, as required, to run planned events.
10. Conduct evaluation after the planned event to assess outcome.

RESPONSIBILITIES AS A COMMITTEE MEMBER

1. Attend and contribute to Committee meetings and be prepared to assist with/perform any other tasks as agreed with the Committee.
2. Promote the u3a ethos and encourage others to join the u3a and/or volunteer to assist the Committee where required.