

NORTH DOWN & ARDS U3A

ROLE DESCRIPTION

ROOMS COORDINATOR

The role of ROOMS CO-ORDINATOR (RC) is a vital role within the NDAu3a and in particular affects those Groups who rent Council premises to carry out their specific activity.

The RC has overall responsibility for carrying out all of the associated tasks involved in the booking of Council premises used by activity groups to hold meetings and assorted activities.

The duties involved are: -

1. Liaison with Council staff and u3a Leaders and Convenors regarding the availability and booking of premises.
2. Ensuring that all booking application forms, which must detail the number of members, layout requirements, times and dates needed throughout the year, are correct.
3. Reconciling the monthly invoices received from the Council for onward transmission to the Treasurer for payment.
4. Issuing annual booking forms to Leaders and Convenors for onward transmission to the Council before the deadline for their receipt expires.
5. Dealing with the cancellation of bookings and setting up new accounts for recently established new groups.

May 2023