

NORTH DOWN & ARDS u3a

ROLE DESCRIPTION

EVENTS COORDINATOR

The Events Coordinator is responsible for leading a small team that plans and delivers a programme of events open to all u3a members.

Summary of Duties:

- Delivering an annual programme of social events for members of the u3a.
- Ensuring that the Committee is advised of and gives approval for all proposed events.
- Organising events for the Committee as required.
- Liaising with venue owners, entertainers, caterers etc. as required.
- Provide information regarding the time, place and cost of each event ensuring that the event is self-funding.
- Maintaining accounts through the Beacon system.

This description is not intended to be all-inclusive. The post holder may be asked to undertake other duties to meet the ongoing needs of NDAu3a.

Agreed by Committee November 2023