

NORTH DOWN & ARDS u3a

ROLE DESCRIPTION

MONTHLY MEETING COORDINATOR

The Monthly Meeting Coordinator is responsible for organising Speakers and Guests for each of the monthly meetings.

Summary of Duties:

- Identify areas of interest to Members and source appropriate speakers to talk on these subjects, ensuring a diverse topic range throughout the year.
- Liaise with the Chair/Committee regarding the potential programme of speakers.
- Ensure that all Members are notified of the details of the monthly meeting.
- Research Speaker's background and complete Speaker/Guest pro-forma detailing all contact details, subject matter, IT equipment required, fee etc.
- Liaise with the Equipment Coordinator well in advance regarding IT requirements.
- Ensure that accommodation is booked, that the layout of the room is acceptable and that refreshments and equipment have been provided.
- Introduce the Speaker to the monthly meeting and thank him/her at the end of the presentation.
- Liaise with the Social Team regarding the provision of refreshments.
- Arrange payment to Speaker (if appropriate).

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 the Committee
November 2023