

Specific Tasks

1. Liaise with Chair about the running of the u3a group
2. In the absence of the Chair
 - Cover monthly meetings
 - Chair Committee Meetings
 - Chair events such as coffee mornings, new members events etc.
 - Propose vote of thanks to group leader and other helpers at events when in attendance
3. Be a Trustee of the Five Deans u3a Charity

General

Work as part of a team by:

- Attending committee meetings whenever possible
- If you are able, arriving at monthly meetings at approximately 1.30pm to help set up kitchen/hall
- Helping other committee members as necessary; and on specific occasions, e.g. parties and new members events, if you are free

The Five Deans u3a is a charity and all committee members are Trustees of the charity.