
Position Descriptions - Committee - Bright U3A

CONVENOR COORDINATOR

1. Develop and maintain a positive working relationship with all convenors and support them when they have concerns
2. Liaise between convenors and committee and treasurer, in particular requests for u3a funds and requests for new courses should be done via the Courses Coordinator
3. Keep convenors informed of committee decisions that affect them and general information
4. Become proficient in relevant use of UMAS and support convenors (especially new convenors) in their use of UMAS.
5. Inform convenors in a timely manner of any changes/impacts to the safe and effective running of their classes/activities
6. Work with committee in the organisation of an annual welcome for convenors, committee and partners
7. Set up all Courses on UMAS and edit as necessary
8. Keep a timetable of use of the U3A building
9. Maintain an attendance book for courses at U3A rooms and check that class members are financial.
10. Monitor the courses@ email account regularly

WEB ADMIN

Knowledge of Wordpress required

1. Update website template/operating system as needed
2. Maintain pages with up to date information
3. Ensure security is maintained
4. Keep all images up to date and relevant
5. Maintain news page with relevant info
6. Ensure backend info integrity is maintained
7. Create/update member documents as required. Also yearly Courses Booklet.

NEWSLETTER

Newsletter is compiled and distributed at least 2 weeks before AGM and quarterly coffee morning

1. Collect news/articles for newsletter
2. Request Presidents Report in a timely manner
3. Prioritise articles and do layout
4. Distribute through U-MAS to membership and network
5. Print copies to Library

HQ Supply officer

A committee member (Ron Milne) to maintain supplies of photocopy paper, office essentials, COVID requirements such as hand sanitiser, cleaning materials etc. At least once per month, this officer will check the supply levels of the above requirements and make purchases to re supply where necessary. He will copy his receipts and give original to treasure for reimbursement.