

JOB TITLE**Events Coordinator****THE PURPOSE OF THE POSITION**

To identify, plan and put on events for members of Du3a.

RELATIONSHIP WITHIN THE COMMITTEE

Treasurer with regard to the costings of the event to minimise financial risk.

Outings Coordinator to prevent clash of dates.

Committee to agree proposed events.

OUTSIDE AGENCIES

Hall / room hire agencies e.g., Foakes Hall, Rowena Davey Centre.

DUTIES AND RESPONSIBILITIES

- Work with committee to define and agree events for the coming year – three u3a led events proposed.
- Agree budget for individual events with treasurer and committee
- Lead small team of helpers to arrange events
- Liaise with other organisations to avoid date clashes of similar events, where possible
- Obtain feedback after an event from attendees as to lessons learned
- Advertise forthcoming events on Du3a website, newsletter and local publications

KNOWLEDGE AND SKILLS

- Good communication skills
- Good organisational skills
- Proactive

GENERAL COMMITTEE RESPONSIBILITIES

None

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