

CHRISTCHURCH U3A NEW MEMBERS CONTACT

Role Outline

To respond to enquiries from potential new members.

To help new members to be aware of the benefits and facilities available.

Requirements

The New Members Contact should be fairly outgoing and empathetic, with good interpersonal skills; preferably someone who has been a team leader with the ability to delegate.

Tasks

1. Be the main point of contact for potential new members. This includes answering phone and email enquiries, and posting out literature such as the current programme, on request.
2. Answer queries from new members about Christchurch u3a, by phone or email.
3. Attend Monthly Meetings, to meet and greet members and non- members as they arrive. If necessary enlist others as Welcomers to help with this. Organise the collection of donations from non-members.
4. Arrange an annual coffee morning for all new members.
5. Occasionally give presentations re Christchurch u3a to local groups such as Residential Homes.

Committee Role

All committee members undertake to

1. Ensure that the objectives and principles of U3A are maintained.
2. Understand the role of a Trustee of Christchurch u3a.
3. Report to, attend and participate in committee meetings.
4. Keep all members of Christchurch u3a committee aware of matters and issues relating to their area of responsibility.
5. Represent Christchurch u3a to the public as and when necessary.
6. Be responsible for keeping the archive up to date with the material assigned to them.
7. Provide training in their role, and act as mentor, to their successor, and ensure an orderly handover of relevant documents and information.