

## **NEW MEMBER CONTACT**

### **Rôle Outline**

To help new members to fit in, and ensure that they are aware of the benefits and facilities available.

### **Main Responsibilities**

The New Member Contact is specifically tasked with meeting new members, helping them to integrate into the U3A and making them feel welcome, not isolated, when attending their first meeting or function.

### **Requirements**

The New Member Contact should be fairly outgoing and empathetic, with good interpersonal skills. Someone who has been a team leader with the ability to delegate would be advantageous.

### **Tasks**

The New Member Contact is responsible for:

- 1 Being the main point of contact for potential new members. This includes answering telephone and e-mail enquiries and posting out literature, such as the current programme, on request;
- 2 Answering queries from new members about the organisation of Christchurch U3A, by telephone or e-mail;
- 3 Attending Monthly Meetings, and organising Welcomers, to help greet members and non-members, as they arrive. Organise the collection of donations from non-members;
- 4 Being on hand to greet those attending for the first time and, where possible, introduce them to one or two established members;
- 5 Arranging an annual Coffee Morning for all new members.

### **Committee rôle**

A member of the Committee is also a Trustee of Christchurch U3A.

All Committee member rôles include the following undertakings:

- 1 To ensure that the Objectives and Principles of the University of the Third Age are maintained;
- 2 To understand the rôle of a Trustee of Christchurch U3A;
- 3 To report to, attend and participate in Committee and Officers' meetings;
- 4 To keep all members of the Christchurch U3A Management Committee aware of any matters relating to one's area of responsibility and, where appropriate, report any issues which may arise;
- 5 As an Officer, to represent Christchurch U3A to the public as and when necessary;
- 6 To understand and accept the responsibility for keeping the archive up to date with the material assigned to them and keep the archivist informed of changes;
- 7 Prior to the end of the term of office, to provide training in the rôle, and act as mentor, to a successor and ensure an orderly handover of relevant documentation.