

PROGRAMME COORDINATOR

Rôle Outline

To coordinate Course information from Group Leaders, timings and venues required for publication in the Programme in order to present it to the U3A membership on a minimum annual basis.

Main Responsibilities

1. To help collect the definition and details of new Groups, and maintain the definition and details of established Groups in the Maintain Groups Table, via the Course Description Form;
2. To ensure the accuracy of Group and Group Leader details entered in the annual Programme;
3. To work with the Webmaster to ensure that the online systems meet the requirements of the programme and the groups

Tasks

1. Notify an annual timetable for programme data collection via Mailchimp and Active News;
2. Create/update the Group Leaders' Course Form in conjunction with the Group Coordinator, amend and issue it to all Group Leaders electronically or by post with a target date for completion;
3. To prepare the course programme each year;
4. Create a working schedule for the Programme and distribute to all contributors;
5. Liaise with the Group Coordinator and Venue Secretary to ensure that all details are supplied in a timely manner for the Programme to be published;
6. Liaise with the Membership Secretary and include within the Programme all details pertaining to the process of joining Christchurch U3A, including membership subscriptions;
7. Communicate with the Web Master and acquire the updated database in order to ensure the accuracy of the Programme information;
8. Communicate with the Chair and Office Manager regarding quantities of the Programme to be ordered for both initial printings and reprints;
9. Communicate with various members of the Committee to establish when reprints will be required;
10. Specify printing requirements in order to acquire and agree prices with the printer for each individual printing;
11. Pass the agreed prices to the Treasurer so that the invoice can be approved on arrival;
12. Coordinate the distribution of the Programme either by arrangement with others to take responsibility or to direct it oneself;
13. Undertake other promotion of the Programme as appropriate such as provision of posters, working sheets for the Office, assistance with promotional events.

Committee Role

All Committee member rôles include the following undertakings:

14. To ensure that the Objectives and Principles of the University of the Third Age are maintained;
To understand the rôle of a Trustee of Christchurch U3A;
15. To report to, attend and participate in Committee and Officers' meetings;

16. 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;
17. As an Officer, to represent Christchurch U3A to the public as and when necessary;
18. 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;
19. 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.

Updated: 17/9/2019

Updated by: Helen Heatley and Dee Collins