

VENUES SECRETARY

Rôle Outline

To ensure the availability of adequate locations for the activities of the Groups.

Main Responsibilities

- 1 Understand the requirements of the Groups.
- 2 To identify suitable venues.
- 3 To negotiate the availability of the chosen venues.
- 4 To monitor the use and cost of the venues actually used.
- 5 To assist with the preparation of the course programme.

Tasks

In liaison with the Programme Editor, Treasurer, Group Leaders, Group Coordinator or Chairman:

- 1 Plan venues for the new academic year;
- 2 Book venues;
- 3 Arrange alterations/cancellations;
- 4 Check usage for payments to main venues;
- 5 Monitor bills presented by venues for accuracy, and correcting them where necessary before passing them to the Treasurer for payment;
- 6 Find new venues.

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.