



MOSELEY, KINGS HEATH AND DISTRICT U3A

**Executive Committee: Role Description
for MONTHLY MEETING COORDINATOR (MMC)**

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure our U3A operates smoothly and efficiently.

B. Main Responsibilities

1. To arrange the programme of speakers for Monthly Members' Meetings and AGMs, and liaise with the speakers over arrangements for meetings.
2. To consult with the EC over the booking of speakers and keep the EC updated with the programme.
3. To make arrangements for the hiring of the venue for Members' Monthly Meetings and AGMs, and liaise with the venue over equipment requirements.
4. To liaise with the Treasurer over payments to speakers.

C. Maximum tenure of office (Elections at the AGM in May): 3 years

This role description is to be read in conjunction with the procedures for the role of Monthly Meeting Coordinator.

October 2019