



EQUIPMENT CO-ORDINATOR

Role Description

- To keep a master list of all U3A owned equipment and the site where it is stored.
- To keep a record of service checks as necessary and to arrange annual Portable Appliance Tests (P.A.T.)
- To liaise with and record borrower's names of equipment (names, dates and contact numbers). To organise the collection, return and checking of equipment. The loan of equipment is to be limited to Committee members and Group leaders only.
- Report to the rest of the committee regularly the usage and condition of the equipment.

Responsibilities as a Committee Member

- Be aware of the requirements of being a U3A Trustee.
- Be prepared to assist with/perform any other tasks at the request of the Committee.
- Be aware of the requirements in being a U3A Trustee and adhere to the Code of Conduct and the Data Protection Act.
- Be familiar with the Plymouth U3A Constitution.
- Promote the U3A ethos & Encourage others to volunteer to assist the committee
- Be familiar with the Plymouth U3A Constitution and adhere to GDPR

February 2019