

Plymouth U3A – Welcome and Promotions Officer

Role Description

The role of this post is to raise the profile of Plymouth U3A to the general public and to organisations which can offer educational support. At the same time make our members aware of the wider opportunities available to them.

This role would ideally require IT knowledge in word, spreadsheet and on-line communications

- To keep a list of members who would be willing to volunteer with tasks such as members signing in and welcome table. Volunteers to be organised for each monthly meeting or at any other meeting such as Group leader's annual meetings.
- Display national U3A material at all meetings.
- All initial enquiries relating to Plymouth U3A to be dealt with and referred as required.
- Advertising and promotional material for Plymouth U3A will be collected for display at local conferences.
- Presentations will be made to interested parties regarding the aims of U3A.
- Updated promotional material should be regularly sent to educational outlets eg Libraries, Local Museums, Community Centre etc.

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