

Role description – Monthly Members’ Meeting Co-ordinator

Role summary

1. To work with the Chair, Executive Committee and Coordinators to design, deliver and review the Monday Members Monthly Meetings.
2. To share information, celebrate the success of groups, recognise the contribution of volunteers and most importantly, socialising.

Main responsibilities

In addition to the statutory requirements and responsibilities of Trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies:

1. Ensure that the venue, speakers, resources and internal & external communications etc. are suitable for purpose
2. Inform members of social events, developments and updates e.g. new groups and new initiatives
3. Feature Bu3a group displays celebrating achievements of members
4. Promote raffles, competitions and quizzes
5. Build a list of contacts, internal or external speakers or performers and possible speakers
6. Support business content e.g. AGM, Membership renewal, disseminating information such as health & safety and finance.
7. To have available a possible potential stand-in activities & events for delivery at short notice.
8. Maintain records and make them available for the Committee and any successors
9. Evaluate the satisfaction level of members regarding monthly meetings and ensure any queries, comments or complaints raised at monthly meetings are brought to the committee for consideration
10. Ensure a comprehensive handover to successor.