



Islington U3A

Job Description

Role of Events Coordinator

Rev 2.0

<b>Purpose:</b>	The Events Coordinator is responsible for the organisation of events.
<b>Core duties:</b>	Organise (ie book) the room and facilities for the Monthly Talks.
	Establish what other special events will be held by iU3A in the year.
	Find a volunteer to lead on organising each special event (eg Summer Party, Open day, etc).
	Support the individual event Organisers.
	Arrange for storage of all the equipment we use for events (ie laptop, mics, projector, <b>teapots, stands, lamps</b> ). <b>Currently agreed that laptop, mics, projector will be stored at Chair's house.</b>
	Coordinate copy of Monthly Meeting speaker's presentations from to the laptop.
	Be part of the Monthly speakers coordination team. Provide details of '2 <sup>nd</sup> Subject' and
	Book Venues for other Events (eg Summer Party, Open Day & any other organised Event)
<b>Other activities:</b>	Attend EC meetings and support actions arising.
<b>Skills and experience required:</b>	Good communications and organisational skills. Ability to delegate.
<b>Role Exclusions:</b>	"Outings" are not classed as "Events". Others are responsible for organising Outings.
	<b>Copy of Monthly Meeting presentations (1<sup>st</sup> &amp; 2<sup>nd</sup> Subjects) to be obtained by Monthly Meetings Coordinator.</b>
<b>Approx time Commitment:</b>	Varies but roughly 1 hour a week. Will be significantly more concentrated around the times of particular events
<b>Accountable To:</b>	Executive Committee