

<b>Purpose:</b>	The Events Coordinator is responsible for the organisation of events.
<b>Core duties:</b>	Suggest new events. Establish what events will be held by iU3A in the year.
	Appoint a volunteer to lead on organising each event and to support that volunteer.
	Hold an up-to-date inventory of equipment and arrange for items to be stored and used when needed.
	Submit event information to EC for approval, Website Manager and Bulletin Compiler.
	Open Day and Summer Party to be organised by an ad hoc sub-committee for each event. Support as required.
<b>Other activities:</b>	Attend EC meetings and support actions arising.
	Develop own succession plan – develop contacts; take on deputy to train up for taking over.
<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.
	Organising Monthly Meetings
<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