

Venue Co-ordinator Role Description

- Preparation of the annual diary for all groups which is agreed with Group Leaders before provisional bookings are made for the year.
- Preparation of the budget for Group contributions to meetings in association with the Treasurer.
- Analysing and preparing Group Fees payments and ongoing contributions in association with the Treasurer.
- Responsibility for arranging, amending or cancelling bookings for all venues and for the checking of venue invoices which are subsequently sent to the u3a Treasurer for payment.
 - This includes the AGM, Committee Meetings, Group Leader Meetings, Monthly Meetings as well as Group meetings.
- Provide Web and Facebook editors with copies of monthly diaries, included with the newsletter to keep members up to date with meeting schedules.
- Liaison with the committee over selection of alternative room hire from various venues for best usage of facilities and associated costs

July 2026