



## LIAISON OFFICER JOB DESCRIPTION

1. To attend Herts Network Meetings, and alert the Committee to the date and agenda, so that one other member can attend at the same time, if interested.
2. To report back from Herts Network meetings to u3a Committee Meetings, and pass event dates on to the committee, and then the Communications Officer and Website Officer for circulation to members
3. To become familiar with the work of the Regional Trustee, and get to know him/her, so that we can ask for advice or pass on complaints and have someone to contact before going to u3a UK.
4. To learn more about the u3a movement by attending the Annual Summer Conference and AGM and report back to the committee.
5. To liaise with u3a UK by keeping themselves informed about changes and initiatives, as well as website content generally, and passing this information on to the Committee at Committee meetings.