



VOLUNTEER COORDINATOR JOB DESCRIPTION

1. To explain the ethos of the u3a to members, especially new members, in order to affect how they view membership, encouraging participation.
2. To check with the Membership Secretary for new members joining our u3a.
3. To take opportunities to speak with new members wherever possible.
4. To encourage existing members to do more towards helping with events.
5. To inform new members about groups of interest to them.
6. Where members put forward suggestions for interesting groups or events, to encourage them to be the ones to do this with help where needed.
7. To co-ordinate the tea and coffee rota for refreshments at speaker meetings.