

Sherburn & Villages U3A

Practicalities of Committee Members roles

Other tasks – not necessarily Committee Members

Tea Rota arranger – produces Tea Rota for kitchen duty at monthly meetings, maintains supplies of tea, coffee, biscuits, provides clean tea towels and coffee flasks. Reminds names on Rota before meeting to be there and bring milk.

Chair Rota arranger – produces rota for setting out and putting away chairs and tables for monthly meetings.

Door money collector – greets members and guests at the entrance to monthly meetings, ticks off names, collects £1 entry fee and passes to Treasurer. Directs new members to the Meeters and Greeters.

Printing - production of membership cards, posters, publicity leaflets, group details leaflet, Group Leaders Handbook, membership application forms, gift aid forms, stickers, signage, and displays.

Meeters and Greeters – welcomes new members and visitors at monthly meetings.