

ROLE TITLE – NOTTS. NETWORK SUPPORT OFFICER

To safeguard the good name and values of Notts. Network of U3As.

To be aware of Equality and Diversity and Data Protection issues.

To be aware of the Health & Safety Best Practises at Meeting Venues.

To attend Network and Officers' Meetings whenever possible.

To arrange the venue of the Network Support Group Meeting. To act as Chairman and ensure the smooth running of all meetings. To ensure that there will be a Minute Taker. To approve Minutes with relevant Action Points prior to circulation to other members.

This Officer must be a "team" player, have a "can do" approach and although may not be fully trained in all aspects involved within the Network Support Group be able to work together with all of the Officers and support the volunteers in their independent roles, ensuring the smooth running of the individual sections which make up the Network Support Group, offering advice and guidance to volunteers who take on the individual roles within this Group.

To work together with the Regional Trustee.

To highlight any issues that individual U3As in the Network may be experiencing.

To ensure that information is communicated at every opportunity and if necessary to make decisions on behalf of the Network Support Group.

To receive information and updates from members of the Network Support Group. The Support Officer will then present a full report to the Network U3As on a quarterly basis.

If a "member" wishes to train as a Regional Volunteer to liaise with the Regional Trustee in getting the required training for that member.

To ensure that any expenses incurred are paid by the Treasurer to the relevant parties.