



HARBOROUGH WELLAND u3a

Premises Co-ordinator – A trustee and a Member of the Committee

Role - summary of key responsibilities

- To liaise with group leaders and group enabler on all aspects of room lettings, equipment storage and booking details
- To liaise with group risk assessment coordinator regarding all aspects of venue's risk, safety and responsible key holders
- To ensure all venues are safe and accessible
- To notify the relevant venue regarding dates and requirements for the HWu3a meetings
- To ensure that all invoices received from venues and payments from groups are correct before passing on to the treasurer
- To maintain accurate records of all transactions
- To negotiate rent reviews with venues, advising group leaders and treasurer of any changes

To safeguard the good name and values of HWu3a and the u3a movement

