

Eastern Region u3a

Regional Team Leader Role

- Being the focal point of contact with the support team for both the region's Council Members and Eastern Region u3as.
- Liaising with the two Council Members to ensure support team activities are in line with their wishes.
- Ensuring any member of the main u3a Board based in the Eastern Region is kept abreast of all regional activities and opinions.
- Doing all possible to ensure that support team meetings and activities are productive and have useful outcomes.
- Searching for a volunteer to provide general administration cover for support team activities from team meeting agendas, minutes and actions.
- Overseeing efficient running of support team generated regional forums and workshops
- Through being a team player focused on collective results, identifying the strengths of support team members and encouraging their use to the benefit of the region.
- Regularly checking that all team members are happy with the roles they have adopted and been assigned.
- Ensuring that all individual role descriptions reflect the contributions being made by individual support team members.
- Being actively involved in recruiting new volunteers for the support team and ensuring they are Trust Volunteer trained.
- Generally liaising with regional networks and u3as over all aspects of the organisations and keeping the two Council Members updated on views and opinions Networks, individual u3as or members as required.
- Following the agreed Regional Team Volunteer Role along with all other members of the Team.

