

# East of England u3a

## Volunteer Role of Lesley Wood

### Regional Team Member

#### General

- Maintain the role of Trust Volunteer with any necessary training.
- To work as part of the team within the region to support its elected Council members, assist u3as to run smoothly and efficiently and encourage them all to link with national communications so they stay fully informed.
- To attend team meetings and communicate and liaise regularly with regional Council Members.
- To support the team with regional communications such as newsletters, website, social media and presentations both online and face to face
- To assist with the delivery and organisation of forums, meetings and conferences as agreed by the Regional Team.
- To actively pursue the Regional Team's aim of established geographical Networks across the region and support those in operation.
- To make full use of personal skills and experience to serve on the Regional Team with defined responsibilities which may adapt and change over time due to updating of policies or Council and Board priorities.
- To be prepared to attend u3a training on topics like u3a creation, dealing with disputes and handling of risk, as may be required or considered helpful within their adopted team roles.
- To be prepared to visit u3as in your area, by invitation. Notes of any such meeting to be provided to the Team Leader and Council Members.
- To keep the region up to date with activities of the Essex Network including matters and concerns raised by u3as.
- As a fully trained member on establishing and starting up u3as be prepared to assist Council members with establishing new u3as as required.
- Be prepared to utilise gained skills relating to constitutions and committee operation through liaising with u3as,

#### Council Member Notifications

- Any matters of a constitutional nature, or relating to any potential risk, safeguarding or other legal or insurance matter, to be referred immediately to the relevant Council Member for action and Team Leader to be informed.
- Any disputes, or potential disputes to be referred immediately to the relevant Council Member for action and Team Leader to be informed.
- To identify potential areas or situations for new u3as and advise the relevant, Council Member to follow up and Team Leader to be informed

**Ray Hardisty, Team Leader, and Lesley Wood, February 2026**