

Events Manager

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Promote social interaction within the membership by organising a variety of activities and functions throughout the year, some of which will raise additional funds.
Responsibilities:	<ul style="list-style-type: none"> • Plan social activities consistent with the policies and philosophy of the organisation • Prepare budget and project plan for each for Committee approval • Execute the agreed plans and provide accurate reports to Committee • Regular events to be organised include end-of-term luncheons (with guest speakers or other entertainment), Art Show, Craft & Quilt Show • Organise the refreshments for the AGM • Liaise with Publicity Manager for advertising, Treasurer for finances, Secretary for AGM (Secretary & President manage the program itself) • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee
Works With	Team of volunteers who help devise and manage the various events