

COMMITTEE OFFICERS VACANT POSITIONS 2026-2028	DUTIES
CHAIRMAN	Chair Committee meetings Chair Core meetings on 1 st Friday of month Book Christmas Lunch, assisted by other members of the Committee
VICE CHAIRMAN	Assist Chairman, attend Committee meetings and stand in for Chairman when necessary. Liaise with Group Co-ordinators.
TREASURER	Control Finances, attend Committee meetings, pay speakers, Solihull Methodist Church fees, etc. Produce accounts.
BUSINESS SECRETARY	Update records, produce Agendas for and Minutes of Committee meetings for approval by Chairman and Committee. All on Word templates. Update U3a National website with new Officers' names etc. Not difficult and assistance can be given.
COMMITTEE MEMBERS 2026-29	DUTIES
EVENTS CO-ORDINATOR	Arrange various trips/events through the year assisted by several people on the Events desk at Core meetings. Invited to attend Committee meetings but not essential.
LIAISON OFFICER	Liaise with Membership Secretary re: members who have not attended for a few meetings, either by email or telephone. Contact members known to be in ill health. Send cards when necessary. Invited to attend Committee meetings but not essential.
GROUP CO-ORDINATORS	DUTIES
New Group Co-ordinator will be required for Art Appreciation .	Contact with Group members, organise events, etc.