

U3A BROADBEACH INC.

POSITION DESCRIPTION – Facilities / Scheduling Coordinator

The Facilities / Scheduling Coordinator will:

- Be responsible for compiling a list of venues both free of charge and at hourly rates.
- Attend and review the venues to determine if they **suitable** for U3A activities.
- **Be** authorised to discuss U3A's requirements with the venue management and undertake initial discussions without making a commitment to the venue.
- Liaise with the Tutor Coordinator to match class requirements with the venues available.
- Coordinate with venues when new courses are proposed.
- Work with the Tutor Coordinator to develop and maintain a master schedule of classes using halls and other venues.
- Is not to enter into any agreement without prior approval of two of the Executive of the Management Committee; President, Vice President, Treasurer or Secretary.

Note that this role does NOT include sending emails on behalf of tutors to their classes.