

## **Exeter U3A – Monthly Meeting Process**

The monthly meetings are generally held in the Worship Area of the Mint Methodist Church on the fourth Thursday of the month.

Doors open to members at 10am who can buy tea and coffee from Mint staff/volunteers in the reception area and socialise with other members or take the opportunity to pay membership or PFVs or enquire about/sign up for groups

The meeting officially starts at 10.45am with any Exeter U3A business followed by a speaker who generally starts their talk at around 11am. Presentations are expected to last around 45 minutes with a further 15 minutes allowed for questions. The meeting is expected to end at 12 noon.

### **Roles & Responsibilities**

Need to ensure all are covered in advance and have contact details in case of late changes. Currently coordinated the Secretary.

**Chair** – Open the official meeting, present any Exeter U3A business, close the meeting.

**Speaker Secretary** – make all booking arrangements for speakers in advance, greet the speaker when they arrive, introduce the speaker to the Mint technician to get presentation set up, during the meeting introduce the speaker to members, manage questions and thank the speaker at the end.

Steve Fabian with Jean Berryman, Rachel Sutton and Frances Berry.

**Treasurer** – (Steph Ward) be available from 10am to take membership and PFV payments if necessary and answer any other financial queries.

**Membership secretary** – (Terry Ancell) be available from 10am to deal with membership queries and take membership payments if necessary. Take away visitor sign in sheets to follow up.

**Groups Coordinator** – (Julie Chrichton-Smith) be available from 10am to organise group sign-up sheets answer queries about groups, take away any groups sheets at the end and forward relevant information to Group Convenors

**Rolling News** – (Keith Shaw) collect information for Rolling News from Newsletter, Committee Members and Group Convenors, e-mail PDF of up-dated presentation to Group Coordinator and Secretary for checking, email final version to Mint technician in advance of the meeting.

**Back Pack Holder & Flag Banner Holder** – ideally someone who drives to the meeting and can arrive by 9.45am so equipment is available for set up. Ensure backpack has all necessary contents – framed sign in boards, clipboards, pens, member & visitor sign in sheets to cover at least 120 members and 20 visitors. Take used member sign in sheets away, record and report attendance numbers, destroy

used sheets after 2 months. Julie has this at present but only by circumstance. Needs to be re-formalised.

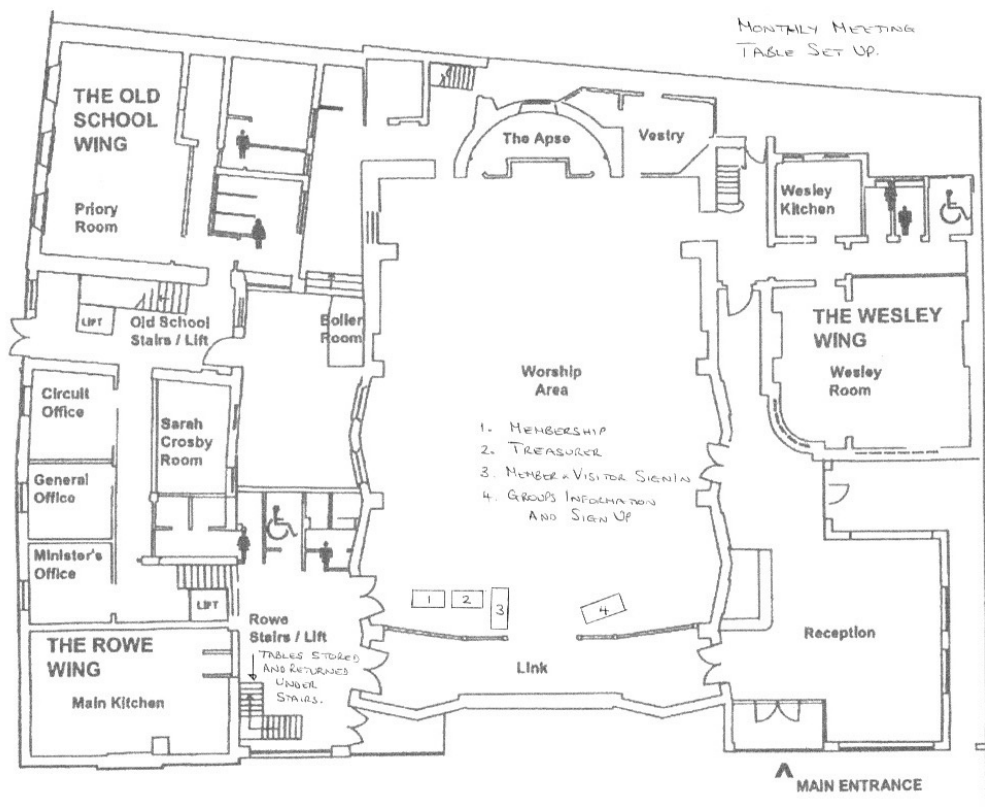
**Hall set up** – ideally three people from 9.45am to 10am to set up tables according to the attached plan, put out pens and sign in sheets, set up U3A flag banner in entrance area using the Mint's own base.

**Members and Visitors Sign in** - two people from 10am to ensure members and visitors sign into the meeting. Jane Wallien plus hep (to be found).

**Meeters & Greeters** – ideally two people (one committee member and one other?) from 10am to staff reception area greeting people as they arrive, particularly new members and directing them if necessary. This team is Anne Barwell with Lynne Morgan, Pam Stanley and Jean Berryman.

**Hall break down** – ideally 3 people from 12 to 12.15 to ensure tables are put away, chairs tidied, all paperwork is taken away, dirty cups returned to reception, speaker helped to pack up if necessary. Remaining committee members and u3a members muck in – works fine, no need to designate a team.

# Table Plan



Bill Cross  
June 2023