



Islington U3A

Job Description

Executive Committee – General Member

Rev 0

Purpose:	The purpose of the General Member position is to provide general support to the Executive Committee
Core duties:	Support the functions and actions of the iU3A Executive Committee (EC).
	To take on some specific actions as they arise within the EC meetings.
	Assist other EC members in exercising their Roles.
	Attend EC meetings.
Other possible activities:	Not defined at this stage.
Skills and experience required:	Generally a proactive approach to organisational matters.
Role Exclusions:	The specific Roles as defined by other EC Job Descriptions.
Approx time Commitment:	Varies but on average 1 hour a week
Accountable To:	The rest of the iU3A Executive Committee

Agreed role responsibilities will be depending on person's capabilities and competencies.