



Hospitality Lead:

To uphold the constitution of Bourne End and District U3A.

Be aware of and follow the aims and principals of the Third Age Trust.

To be aware of and follow health and safety good practices.

To ensure that a rota is maintained of members to prepare and serve refreshments at the general meetings.

To provide the necessary supplies for the refreshments at general meetings.

To keep account of any monies collected or cost of supplies, and to pass accounts to the Treasurer on a regular basis, claiming expenses with appropriate receipts.