



IT Lead and Webmaster:

To uphold the Constitution of Bourne End and District U3A

To be aware of the Common Responsibilities for all Committee Members/Trustees

To assist and advise the Executive Committee on hardware and software issues, including using the Simple Membership System and setting up the projector, microphone, and other relevant equipment at monthly meetings.

To liaise on behalf of the Executive Committee with other IT support entities, including Cube Technology and any available Simple support.

To assist in IT training sessions, e.g. for convenors wishing to use the Simple Membership System.

To carry out the Webmaster role for the website part of the Simple Membership System.