

ROLE TITLE – NOTTINGHAMSHIRE NETWORK COUNTY CONTACT

To safeguard the good name and values of Notts. Network of U3As. To be aware of Equality and Diversity and Data Protection issues.

To be aware of the Health & Safety Best Practises at Meeting Venues.

To attend Network and Officers' Meetings whenever possible, ensuring the smooth running of these meetings.

To ensure that all information is communicated to and from the U3As within the Nottinghamshire Network.

To ensure that all email addresses are kept confidential by using the BCC address on emails.

To circulate all information from the Region, Network and other sources to the Network Representatives to pass on to their appropriate committees/membership.

To keep a list of the Nottinghamshire Representatives who receive information from the Network and Region and make any changes notified direct or to the Secretary. To annually check these lists and circulate to the Regional Secretary, Network Chair & Secretary and Chair of the Notts. Neighbourhood Group.