**NEW MEMBERS’ LIAISON – Summary Role Description**

**Role Summary**

* To contact new members to welcome them to Charnwood u3a (Cu3a).
* To check with new members to see if they have joined any groups or need further information or assistance.
* To attend monthly meetings held at Emmanuel Church in order to be available to meet and greet new members.
* To present a monthly report to the committee as required.

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| Version | Description of changes | Date of change | | Review date |
| 2.0 | Revised the layout of the summary, added point about monthly reporting. | 15/07/2024 | |  |