

# Technical Officer

## Role Description

- The role of the Technical Officer is to ensure that the audio equipment used for the monthly meetings is in good working order and that the microphones – the lapel radio mics and the ‘roaming’ hand held mics batteries are all OK.
- This equipment is stored in a reserved storage cupboard at Moorhayes Community Centre, together with other U3A items.
- In addition to the audio equipment we also have a lap top computer and projector which are used by the various groups on a day to day basis.
- These are stored at my home and usually picked up from there by the group co-ordinator as required.
- The main groups using these items are Photography, Industrial Heritage Railway group and occasionally Economics.
- Attend Quarterly committee Meetings