

Equipment Coordinator Responsibilities

The purpose of the role is to ensure that:

1. Groups have access to the necessary equipment for their regular activities and occasional one-off events (e.g. open days).
2. Equipment is stored safely and Group Leaders can readily discover what is available for use, where to find it, and how to use it.
3. Equipment is regularly inspected and tested to ensure it is functional, safe to use, and meets relevant regulations. Where necessary remedial action is taken.
4. There is an easy-to-use procedure for users to report failures or suspected faults and that such reports are followed up and, if needed, repairs undertaken.
5. There is an up-to-date register of equipment (as assets of L&M u3a) including costs, dates of acquisition, inspection, test and repair.
6. Where equipment (such as laptop computers) uses licenced software, licence conditions are respected and the products appropriately updated to manage cybersecurity.
7. If requested, provision is made for the hard-of-hearing at u3a events. Where groups regularly use built-in loop systems or other equipment, occasional tests are carried out to ensure it is working satisfactorily.
8. At events, such as open days, the PA and AV systems are satisfactorily and safely installed. Where relevant, arrangements are made to borrow or hire equipment needed.
9. The views of Group Leaders and others are regularly sought to determine whether new and/or different equipment is needed and to make recommendations to the Committee for its purchase.
10. Where, through obsolescence, failures, or simply a change in requirements, there is little likelihood of equipment being used in the foreseeable future, to make recommendations to the Committee for its disposal.

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Version	Description of change	By	Date
1.0	Prepared	Roger Kemp	February 2025
1.0	Approved	Committee	March 2025