

Roles and Responsibilities

Welfare Officer

Summary

1. To become familiar with the Membership Application Form and the Constitution.
2. To be the contact person for members who are incapacitated or bereaved.
3. To always be discreet and prudent where personal identities are concerned and tactful in discussing ailments, conditions, prognoses etc.

Responsibilities

- To obtain or receive information regarding illnesses, accidents, bereavements etc. concerning any of our members and to respond accordingly.
- In the event of bereavements to be the point of contact for the family and to manage any announcements within our u3a according to the wishes of the family.