

# **WEST WOLDS U3A**

## **COMMITTEE TERMS OF REFERENCE AND RESPONSIBILITIES**

### **Chairman**

- Chair committee meetings, monthly general meetings, AGM and Special Meetings
- Liaise with the Secretary on the agenda for all such meetings
- Act as the U3A Network contact and keep abreast of local and National U3A developments, attending meetings where appropriate
- Disseminate information from these sources to committee members and group leaders

### **Vice Chairman**

- Deputise for the Chairman when necessary

### **Secretary**

- Act as Third Age Trust contact
- Distribute information from the Trust to members of the committee and group leaders as appropriate to enable them to keep abreast of developments
- Maintain all working/policy documents such as the Constitution and these Terms of Reference and keep a record of "Decisions Made"
- Ensure that all new committee members and co-opted members have up to date copies of policy documents, Terms of Reference, etc.
- Liaise with the Chairman to draw up the agenda for committee meetings
- Organise the AGM
- Take minutes of all committee meetings, AGM and Special General Meetings
- Distribute copies of minutes to the committee as soon as practicable after meetings

### **Treasurer and Membership Secretary**

- Keep an up to date account of all monies of the West Wolds U3A Collect and/or enlist help to collect all fees and subscriptions, instigating reminders where appropriate
- If requested, issue receipts for subscriptions and other monies received
- Co-ordinate annual returns to the Third Age Trust
- Pay capitation fees and insurance to Third Age Trust as appropriate
- Pay hall hire fees and speakers
- Receive and pay approved expenses claims from committee members
- Prepare an annual income and expenditure account and balance sheet in liaison with the appointed Accounts Examiner
- Keep an accurate and up to date membership list
- Retain membership application/renewal forms and issue membership cards
- Maintain record of emergency contact for members
- Send "Get Well" and "Sympathy" cards as appropriate

### **Groups Co-ordinator**

- Liaise with group leaders and advise/help with setting up new groups if needed
- Keep track of groups and when/where they meet
- Help set up group tables at general meetings

### **U3A Neighbourhood Meeting Representatives**

- Attend neighbourhood meetings and report back to committee members

### **Reception, Information Desk and New Member Hosts**

- A Welcome members and visitors on arrival and complete record of attendance

- Accept any meeting attendance fees and pass these to the Treasurer
- Direct visitors and potential new members to the information Desk and New Member
- Hosts who will generally make visitors and potential new members feel welcome and explain the workings of the U3A and the West Wolds branch. They will also provide membership information and application forms where requested and talk to visitors and potential new members to establish their interests, introducing them to interest
- group leaders/members as appropriate

### **Speaker Programme Secretary**

- Organise a programme of speakers for the general meetings
- Act as host for visiting speakers and ensure all equipment needs are arranged
- Liaise with Treasurer over payment of speaker fees

### **Magazine Editor and Printing**

- Arrange production, printing distribution of the "West Wolds Quarterly" Arrange production, printing and distribution of publicity posters
- Print and distribute other documents as requested by the committee
- Maintain the U3A printer in good working order
- Purchase ink, paper supplies and other production consumables as required
- Circulate information to members on email list

### **Editorial Sub-Committee**

- Liaise with Editor. proof read magazine and suggest improvements to content and layout

### **Publicity**

- Take every opportunity to bring the U3A to the public eye in a positive way
- Ensure libraries etc. have information and receive updated news

### **Catering Co-ordinator**

- Draw together a group of volunteer members to provide refreshments at general meetings and other events where appropriate

### **Archivist**

- Maintain a historical record of the West Wolds U3A in appropriate format

### **Equipment Custodian**

- To take overall responsibility for all physical assets/equipment delegating custody of individual items as appropriate
- Issue equipment and any accessories to individuals or organisations as approved by the committee and ensure their return in working order
- Keep a written record of all equipment/accessories and their whereabouts. Collect and record any loan charges and ensure these are passed to the Treasurer
- Supervise meeting hall arrangement and equipment set-up