

# WEST WOLDS U3A

## ROLES & RESPONSIBILITIES

### Chairman

- Chair committee meetings, monthly general meetings, AGM and Special Meetings
- Liaise with the Secretary on the agenda for all such meetings
- When Chairing meetings ensure they start and finish on time, all business is covered, discussions remain focussed on stated Agenda items, clear decisions are reached following a unanimous or majority vote and provide a casting vote in the event of an equal split vote.
- 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

- It is usual for the Vice Chair to hold another Committee position, although not another Officer Role. It is generally accepted that being available to deputise for the Chair does not constitute a viable Committee role.
- The role of Vice Chair is part of succession planning and the person who undertakes the role should have the opportunity to deputise for the Chair with a view to taking the role over in future.
- Deputise for the Chairman when necessary
- Arrange a Volunteers Thank You Event annually

### Secretary

- Act as Third Age Trust contact
- Book venues for Committee, AGM and other business meetings
- Ensure meetings are quorate
- 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. and run an Induction programme
- Liaise with the Chairman to draw up the agenda for committee meetings
- Organise the AGM, and supporting paperwork in consultation with Committee for circulation to members
- Take minutes of all committee meetings, AGM and Special General Meetings
- Distribute copies of minutes to the committee as soon as practicable after meetings
- Ensure Minutes from the previous meeting are approved
- Liaise with Trustees to complete/return administrative documents from u3a office and Charity Commission where applicable
- Organise maintenance and PAT testing of u3a equipment
- Maintain the WWU3A hard drive with backups of relevant documents

### Treasurer

- Receive and bank all monies
- Ensure authorised signatories are maintained and updated as required
- 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 budget in line with the u3a's objectives with quarterly reviews for approval by Committee
- Prepare an annual income and expenditure account and balance sheet in liaison with the appointed Accounts Examiner
- Maintain an Asset Register

### **Membership Secretary**

- Keep an accurate and up to date Membership List
- Retain membership application/renewal forms and issue membership cards
- Issue reminders for late payment
- Maintain record of emergency contact numbers
- Maintain a record of those who wish to Gift Aid and liaise with Treasurer to claim Gift Aid
- Arrange new member meetings
- Create and maintain a database of members who wish to receive TAM Magazine

### **Groups Co-ordinator**

- Recruit and induct new group Convenors, and review progress
- Liaise with group leaders to offer advice and support
- Keep track of groups and when/where they meet
- Help set up group tables at general meetings
- Oversee production of a Convenor Handbook to include venue hire and payment, managing group money, policies and procedures, accident reporting etc

### **Speaker Programme Secretary**

- Organise a programme of speakers for the general meetings within the set budget
- Act as host for visiting speakers and ensure all equipment needs are arranged
- Reserve a Parking Space near the doors
- Liaise with Treasurer over payment of speaker fees
- Send a follow-up Thank You email to the Speaker attaching the Review

### **Magazine Editor and Printing**

- Arrange production, printing & distribution of the Newsletter
- 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

### **Publicity Officer**

- Take every opportunity to bring the U3A to the public eye in a positive way
- Ensure libraries, local press, parish magazines etc. have information/posters and receive updated news
- Arrange production, printing and distribution of publicity posters
- Update the Facebook Page with forthcoming events

### **Catering Co-ordinator**

- Draw together a group of volunteer members to provide refreshments at general meetings and other events where appropriate
- Purchase the necessary supplies and submit receipts to the Treasurer

### **Reception, Information Desk and Greeter Hosts**

- Welcome members and visitors on arrival and complete record of attendance
- Accept any meeting attendance fees and pass these to the Treasurer
- Direct visitors/potential new members to the Greeter/Information Desk where hosts will make them welcome and explain the workings of the u3a.
- Greeters will provide membership information, establish what the visitors interests are and introduce them to relevant Group Convenors.

### **General Meeting Co-Ordinator**

- Check the building is safe and WC'S are clean
- Open cupboard and remove items required for the meetings
- Reserve Speaker parking space
- Place Welcome Banner and Volunteer Banner positioned
- Set up table and water for the Speaker
- Set up stands and speakers/PA system & relevant wiring
- Cover wires with mats
- Set up Projector stand and projector
- Ensure pearl & Dean is running
- Erect Screen
- Assist Speaker to connect their laptop etc
- Check all mics
- Lay out Groups tables and Noticeboards with information sheets on them
- Check for out of date information on notice boards
- Set out Reception and Greeters Desks.
- Arrange refreshment tables, urns, and supplies
- Set out Greeter information/leaflets/sashes
- Place Register and money pot on Reception Desk
- Ensure members have arrived to man the Reception desk
- After meeting ensure Speaker has been paid,all equipment and noticeboards packed away and poster on hall noticeboard changed to next months speaker

### **Archivist**

- Maintain a historical record of the West Wolds U3A