

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.
- Ensure the trust is functioning within guidelines from the Charity Commission and the National Office
- 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

Secretary

- Book venues for Committee, AGM, Monthly, Convenors, Special and other Meetings.
- Ensure meetings are Quorate
- Receive Agenda items from committee members and liaise with the Chairman to draw up the agenda with supporting paperwork, and circulate in good time
- Take Minutes of all Committee, AGM and other meetings. Minutes to be sent to the Chair for approval in a timely manner. NB This task can be undertaken by a non-Committee Minute taker.
- Ensure the Minutes of previous committee meetings are approved and distributed in a timely manner
- Monitor the progress of agreed actions from previous meetings (via Action Points on the Agenda)
- Ensure any queries, comments or complaints from members are brought to the Committee's attention
- Distribute information from the Trust to Committee members and Convenors appropriate to keep them abreast of developments
- To make approved committee meeting minutes available to any u3a member who requests them and/or make them available via the u3a website

AGM

- Organise the AGM
- Distribute supporting paperwork in consultation with committee members, within the agreed time-scales

- Ensure the AGM is quorate and all stipulated procedures are adhered to

GENERAL

- Act as contact for the Trust
- Stay up to date with information, policy and procedural changes and legislative requirements as advised by u3a Office
- Liaise with trustees to complete and return administrative documents from u3a Office and from the charity regulatory authorities, where applicable
- Notify u3a Office and the Charity Commission of all relevant changes on the committee
- Ensure all new Committee members and co-opted members have up to date copies of Policy Documents (or know where to find them) and other important documentation, and run an Induction programme.
- Maintain a file of Incident reports.
- Order stationery, promotional materials and merchandise from u3a Office
- Contact u3a Office with insurance queries or potential claims
- Respond to incoming correspondence, consulting with the committee where necessary
- Write letters on behalf of the u3a as directed by the committee
- Act as the custodian of the u3a's constitution and the relevant policies and procedures.
- Maintain and store important documents e.g. AGM minutes, annual reports, past committee meeting minutes, and backup the WWu3a Hard Drive
- Carry out a comprehensive handover to the new Secretary

Treasurer

- Access and maintain Online banking accounts and Contactless Card account – Linked to the Treasurers phone.
- Ensure authorised signatories are maintained and updated as required
- Receive and bank all monies. Store and control cash monies in Petty Cash box.
- Keep an up-to-date account of all monies of the West Wolds U3A. This requires access to online banking accounts and contactless card account.
- 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
- Upload TAM extract from database to Third Age Trust Portal and pay any amounts required by Third Age Trust as required
- Pay hall hire fees and speakers using BACS payments or cheque
- Receive and pay approved expenses claims from committee members and other volunteers
- 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
- Prepare a Finance Report for the AGM
- Maintain an Asset Register

Membership

- To respond to enquiries from prospective members
- To ensure the U3A has a Starter Pack for new members.
- To remind all members of the subscription renewal date giving reasonable notice.
- To collect annual membership subscriptions from all members.
- To issue Membership Badges as proof of membership for the current year.
- To liaise with Group Leaders to ensure that people attending their interest groups have paid a subscription to the U3A.
- To maintain a register of members, to include postal addresses and contact details.
- To report to Committee on membership numbers and other membership matters.
- To share membership details as required and in accordance with Data Protection regulations.
- To provide new member details to the appropriate person for adding to the U3A's email list.
- To provide new member details to the appropriate person for invitation to the New Members' meeting.
- To submit a database of names and addresses for Direct Mail of Third Age Matters five times each year on dates specified by the Third Age Trust (check website for current dates).
- To claim Gift Aid from HMRC once all membership subscriptions for the current year have been received.

Magazine Editor and Printing

- Arrange production, printing & distribution of the Newsletter
- Print and distribute other documents as requested by the committee or other volunteers
- 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

Group Co-ordinator

- Encourage and facilitate the formation and setting up of new interest groups.
- Recruit, induct and assist new Group Leaders.
- Help promote all new groups.
- Offer advice and support to all Group Leaders.
- Encourage use of Beacon to Group Leaders.
- Keep track of which groups are running c/w their details (when and where they are meeting, Leader contact details etc.)
- Ensure these details are consistent and published on the relevant advertising channels – e.g. Website, Beacon, Newsletter etc.
- Maintain and display Groups sign-up sheets at monthly meetings and passing any sign-up details on to relevant Group Leaders
- Maintain Group Leaders Guide and other ww u3a policies relating to groups.
- Maintain the list of resources (local & national) and possible venues for Groups.
- Organise occasional Group Leader meetings.

Publicity Officer

- Promote the West Wolds u3a and its events across various media channels including but not limited to: - wwu3a website, Facebook, posters, local newspapers & publications.
- Responsible for creation of publicity material – posters, flyers, articles, videos, webpages & posts.
- Manage the distribution of posters for local display.
- Ensure media channels display accurate and up to date WW u3a information.
- Run occasional advertising campaigns e.g. on Facebook.

Speaker 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
- Prepare an Introduction for the Chairman☒
- Liaise with Treasurer over payment of speaker fees
- Have a back-up plan in the event of a 'no show'☒
- Send a follow-up Thank You email to the Speaker attaching the Review if appropriate

Website Administrator

There are two main roles – to administer the hosted service and maintain the WordPress site.

Hosted Service Activities

- Ensure the site is backed up
- Set up or edit email addresses
- Liaise with the hosted service provider in relation to connection, speed and security.

WordPress Site Responsibility

- site's pages, posts and comments
- theme
- plugins
- updates
- security
- add, modify, and delete users, even other administrators.

Other Activities

- Engage with the committee on the use of the website
- Train users to make posts

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 Leaders.

General Meeting Co-Ordinator

General

- the building is safe and WC'S are clean (Caretaker)
- Speaker parking space has been reserved (Speaker Finder)
- Welcome Banner and Volunteer Banner positioned
- Table and water for the Speaker (Speaker Finder)
- Groups tables and Noticeboards with information sheets in place
- Check information on notice boards (Publicity)
- Reception and Greeters Desks in place
- Refreshment tables, urns, and supplies ready
- Greeter information/leaflets/sashes
- Register and money pot on Reception Desk
- Members on the Reception desk

Technical

- Stands and speakers/PA system & relevant wiring
- Trailing wires covered with mats
- Projector stand and projector in place
- Ensure Pearl & Dean is running
- Screen erected
- Speaker laptop set up as required
- Mics working as required

Post Meeting

- Ensure Speaker has been paid (Speaker Finder)
- All equipment and noticeboards packed away and poster on hall notice board changed to next month's speaker

Archivist

- Maintain a historical record of the West Wolds U3A

