

Roles of Committee Members

Overview of Who Does What at Buckingham & District U3A:

Committee members are also Trustees of the charity that is Buckingham & District U3A. They follow laid down procedures in order to satisfy the Charity Commissioners.

All Committee members are volunteers and have no payment for their duties carried out in support of our U3A.

All Committee members participate in the general organisation and management of the U3A.

Please note that some of the roles listed are not necessarily Committee members although they carry out essential duties. If you feel there's a task you would like to take on and have useful skills, do let us know, it's possible to appoint you without you becoming a Trustee and Committee member.

All of these are brief outlines and full job descriptions are available; duties can differ according to current/changing needs.

Chairperson

1. Chair Open Meetings, Annual and Special Meetings, monthly Committee Meetings.
2. Set and approve Agenda and frequency for all Meetings as above, taking account of representations from members, both within and outside the Committee.
3. Seek to ensure that the aims and objects of the U3A, as set out in its local Constitution, are upheld.
4. Liaises with Secretary, Treasurer, Membership Secretary, Newsletter or Publicity Editor, Committee members, Group Coordinators, general members, as required.
5. Liaise as required with the Third Age Trust and other U3As.
6. Act as a Trustee, along with all elected Officers and Committee members.

Vice-Chair

Deputise for and assist the Chairperson whenever necessary. (This role may be combined with another non-officer post). *Note: The Vice-Chair is not automatically required to succeed the Chair.*

1. Advise and assist the Chair and other Committee members as required.
2. To be aware of all requirements of the Chair's role in order to be able to deputise for him/her.
3. If required perform any of the Chair's tasks as noted.

Secretary

1. Organise Committee meetings and inform attendees of relevant dates/times.
2. Liaise with Chairman on Agenda for Meetings and distribute to members/Committee/Coordinators as appropriate.
3. Take Minutes of all U3A Committee Meetings and AGM and distribute, as appropriate.
4. Liaise with Chairman, Treasurer, Membership Secretary and Committee on administrative matters.
5. Receive U3A mail from Third Age Trust and other bodies and respond as required/advised by Chair.
6. Conduct correspondence on behalf of the U3A as required.
7. Act as a U3A Trustee, along with all elected Officers and Committee members.

Treasurer

1. Look after all incoming and outgoing financial transactions within the U3A, including income (from subscriptions, general and group meetings, events) and outgoings (expenses, external payments).
2. Present annual accounts for perusal by the Independent Examiner and then to members for approval at the AGM.
3. Keep the Chairman and Committee informed of financial movements on a regular basis throughout the year, as appropriate.
4. Liaise with the Membership Secretary regarding members' subscriptions and Gift Aid.
5. Apply to HMRC for implementation of Gift Aid repayments.
6. Adjust amounts held in Current Account/Savings Account, as appropriate.
7. Act as a signatory on U3A cheques, along with two other Committee members.
8. Act as a Trustee, along with all elected Officers and Committee members.

Webmaster

1. Liaise with the Hosting provider to ensure site is kept accessible, ensuring relevant payments are made for annual renewal of domain name and security certificates.
2. Manage domain name email, including allocating addresses/passwords and checking spam filters are kept updated, arrange forwarding as required, and set up access for succeeding or new GCs.
3. Edit web site to update events, details of Committee members, Group information, current Membership Application forms and correct pro rata fees, attach Newsletters and Minutes, and provide links to National website. Delete out of date information.
4. Add new Groups as advised, and delete defunct Groups.
5. Encourage the Group Coordinators, to keep their Group information up to date, including details of future programmes and meetings.
6. Keep the quick ref and diary pages updated for group contact details and meetings.
7. Provide details of any other relevant local organisations, with links to events etc.
8. Act as a Trustee, along with all elected Officers and Committee members.

Group Liaison Officer

1. To act as liaison between the Committee and Interest Group Coordinators.
2. To hold Meetings with Interest Group Coordinators to pass on any relevant information from Committee Meetings, changes in Legislation and National Office and receive reports on the running of individual Groups.
3. To act as supportive overseer of Groups and their Coordinators, giving help and advice as required, but without undue intervention in the day to day running of any Group.
4. To facilitate the setting up of new Groups as and when suggested by members or when existing Groups become full.
5. To endeavour to resolve any disputes which arise in the running of any Group.
6. To ensure that new Group Co-ordinators are fully acquainted with the appropriate U3A operating procedures. These should include the keeping of appropriate records and contact information (compliant with the GDPR), and awareness of matters such as Risk Assessment, Incident reports, and National U3A Insurance provision.
7. Look after the notice board at Open meetings, keeping it up-to-date and making it available to members. GCs are also invited to add/update their group information on the boards.
8. Act as a Trustee, along with all elected Officers and Committee members.

Membership Secretary

1. Process applications for membership, payment of subscriptions including cheques and bank payments, and Gift Aid.
2. Liaise with Treasurer regarding members' payment of subscriptions and Gift Aid.
3. Keep the database up to date with member details, noting any changes, and keeping records of current numbers.
4. Provide analysis reporting on records to keep Committee members informed at meetings.
5. Supply membership cards to paid-up members; usually by email.
6. Supply database information to Third Age Trust for distribution of national U3A News.
7. Act as a Trustee, along with all elected Officers and Committee members.

Speaker Secretary

1. To arrange a series of talks for the Open Meetings each year. They should cover a range of topics likely to be of interest to U3A members. Speakers under consideration are often recommended by members or other organisations as a good speaker.
2. To arrange all details with each speaker such as the date and any equipment required. To establish the fee required and approximate travel expenses and to arrange with the Treasurer how these will be paid. To ensure that the speaker talk and presentation should last about one hour.
3. To work within a guideline budget set by the committee each year and to inform the committee immediately if it appears that this budget will be exceeded.
4. Act as a Trustee, along with all elected Officers and Committee members.

Publicity Officer - Vacancy – not necessarily a Committee Member or Trustee

The Publicity Officer will be appointed by the Committee, either one of its elected members or by co-option. The role will generally be responsible for both internal and external publicity of local U3A activities including preparing notices and materials for distribution in local shops/library. May also edit and distribute the Newsletter as mentioned below.

Newsletter Editor - Vacancy could be combined with Publicity as above - not necessarily as a Trustee/Committee member

1. To produce an interesting and informative newsletter for members at agreed intervals. The content should include photographs, news items and other relevant items likely to be of interest to members, diary pages of future general and group activities, and reports of past group activities.
2. To obtain this material from group coordinators, committee members, and any other members who wish to submit material, along with other suitable sources, such as the web pages.
3. To receive any newsletter inserts from the committee and arrange for them to be printed for distribution with the newsletter.
4. To ensure that the printed copies of the newsletter are available in time for distribution at the Open Meetings.
5. To discuss with the Treasurer any changes to the newsletter format likely to increase printing or other costs prior to incurring such costs.
6. The Newsletter Editor could be an elected member of the Committee or co-opted to the Committee if he or she wished and the Committee agree.

Technical Support Officer – not a Trustee/Committee Member

To maintain an Equipment Register, listing items purchased/held by our U3A with their location(s) and to provide access to GCs as requested. This may include, for example, the laptop, projector, screen, stand, extension lead. The GCs are responsible for both collection and return of any items borrowed. GCs may arrange between themselves to hand over equipment to other groups, if the turnaround time is short, but should be sure to inform Technical Support of the location of each item.

New Member Coffee Morning Organiser – not a Trustee/Committee Member

1. Liaise with Membership Secretary for names and contact details of new members, preferably obtain email addresses.
2. Organise coffee mornings for small groups of new members, and invite them to attend.
3. Keep records of such arrangements so that numbers can be monitored, ensuring nobody misses an invitation.
4. Book room for event and arrange for refreshments to be available.
5. Invite Committee members and a selection of GCs to be in attendance, to explain their group activities and how to join.

6. Attend meeting to meet and greet members, and assist in helping them to get to know each other and feel at home.

Catering Team (not Committee Members)

There is an ad hoc catering team who offer to organise refreshments for special events such as the Summer and Christmas Social meetings.

However, we are also in urgent need of volunteers to help prepare refreshments for general Open meetings on a monthly basis and/or work out a rota system for this.

If people do not step forward to help with this then, potentially, we will have to bring our own refreshments in future!