

Your U3A committee – roles and responsibilities

Our committee has three OFFICER members and NON-OFFICER members

The officers are:

The Chairman

The Secretary

The Treasurer

The other members are:

Groups Coordinator

Events Coordinator

Membership Secretary

Newsletter Editor

IT Coordinator

Webmaster

Non-committee but vital:

Newsletter editor. Looks after our primary communications to/from members

The Tea Gang. A “Really Useful” group which organises our catering services at monthly HUB meetings

The committee may also co-opt other members and set up sub-committees as necessary.

We work as a team and meet once monthly. We are all Trustees of the East Grinstead u3a charity.

We share joint responsibility to ensure that we comply with the requirements of the Charity Commission

We are responsible for ensuring that our U3A is run under fully accountable financial control and are obliged to prepare and submit examined annual financial reports

Our Constitution ensures that no committee member can stay on the committee for more than six years, and no more than three years in any one role (except for the Treasurer)

We resign at the Annual General Meeting and, subject to the above, a new committee is appointed.

Our committee has three OFFICER members. The officers are:

The Chairman

The Secretary

The Treasurer

All three roles are vital.

Tasks of the committee OFFICERS

Chair:

- To maintain the charitable objectives/purposes of the U3A.
- To chair all meetings of the Executive Committee; the Annual General Meeting and any Special General Meetings.
- To ensure that at least four Committee meetings are held each year.
- To preserve order at meetings (all members must address their remarks via the Chairman and not directly to the person).
- To ensure the correct procedure is followed.
- To guide the discussion in a positive manner, all the time assuming a neutral role.

- To allow different points to be expressed.
- To encourage participation from all members in discussion and decision making, especially the quieter ones.
- To stick to the agenda and avoid side tracking.
- To remain calm when strong feelings are expressed.
- To draw discussions to a conclusion and to summarise fairly the arguments “for and against” an issue.
- To ensure that decisions are followed through, often in conjunction with the Secretary.
- To plan for his/her successor and to encourage shadowing for other committee members.

Secretary:

- Requests items for the draft Agenda from Committee Members.
- Prepares the draft Agenda for Committee Meetings and send to the Chair for approval.
- Distributes the final version of the Agenda.
- Takes Minutes at Committee Meetings.
- Sends Minutes for approval to the Chair and distributes the final version to the Committee.
- Keeps Minutes and Committee Member Reports, if provided, filed securely and in date order.
- Communicates with TAT on behalf of the Committee.
- Keeps the Committee updated regarding communications to and from TAT.
- Keep copies of insurance cover notes: insurances automatically provided by TAT: Public and Products Liability, Tour Operators Liability, PPL licence, MPLC licence. *{NOT automatically provided: Copyright Licence}*.
- Sends any invoices received from TAT to the Treasurer.
- Books venues for Enrolment Day and the AGM – liaises with EGTC regarding use of the premises – kitchen, crockery, cutlery, chairs, tables.
- Deals with correspondence on behalf of the Chair and Committee as required.
- Ensures, along with the Chair and Committee that policies and procedures are kept up-to-date.
- Responds to member enquiries when sent directly to the Secretary.
- Liaises with the Chair, to ensure that all documentation relating to the AGM is correct.
- Distributes the Agenda, Minutes of the preceding year's AGM and other relevant documentation to the Membership.
- Takes Minutes at the AGM.

Treasurer:

- Organises the opening and operation of bank accounts in accordance with the wishes of the Committee.
- Makes recommendation on cheque signatories for committee approval.
- Ensures that strong financial management procedures and internal controls are in place.
- Maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities.
- To report to the Committee on finance at each meeting.
- Prepares the statement of accounts for examination and presentation to the AGM.
- Prepares an annual budget for approval by the committee.
- Recommends the level of subscription to be paid by members.
- Pays approved invoices.
- Pays agreed expenses
- Keeps all receipts.
- Recommends an appropriate level of reserves.

- Sets out and agrees policies for reimbursement of expenses, petty cash floats etc.
- Attends monthly committee meetings.
- Attends enrolment day

Other committee roles and responsibilities

Membership Secretary

- Answers queries regarding membership from new and existing members.
- Maintains members' data on Beacon, including deletion of membership data for members not resigning.
- Confirms renewals or new joiners on Beacon on receipt of membership payments
- Chases up outstanding payments.
- Asks Group Leaders to check and confirm group membership payments *{Identified in Beacon as redlined members}*
- Passes any subscription payments made by cheque to the Treasurer for banking
- Checks compliance with the General Data Protection Regulation.
- Edits the website for items relating to membership in conjunction with the Webmaster.
- Sends out general emails to the membership
- Keeps a current record of Gift Aid declarations. Removes declarations where now declined or not rejoined
- Advises HMRC of GA contributions..
- Informs the Third Age Trust (quarterly) of membership numbers and addresses.
- Attends monthly committee meetings.
- Attends enrolment day.

Events Coordinator:

- Arranges speakers for Monthly HUB meetings.
- Organises publicity under "Events" on the website and in the monthly newsletter.
- Liaises between speaker, EGTC and IT Coordinator to ensure that all facilities needed are provided for the speaker.
- Books hall as required for any ad hoc EG u3a meetings and the annual recruitment meeting.
- Attends monthly committee meetings.
- Attends enrolment day.

Groups Coordinator:

Our 60+ Group Leaders are fundamental to East Grinstead u3a. This is a role to ensure smooth communication with Groups.

- Acts as first point of contact for Group Leaders.
- Meets with every prospective Group Leader to go through relevant paperwork forms (e.g. Attendance Forms to be sent to the Treasurer)
- Prints off and keep a supply of forms to send/give to Group Leaders on request.
- Attends as many monthly interest group meetings as possible. Talk to people. Find out if they have a particular passion which could result in them starting their own group.
- Organises the Annual Group Leaders' Meeting and Lunch. This involves finding venues which incorporate a meeting room, theatre style, for a minimum of 60 people to include restaurant accommodation within the price of the meeting room hire. (Budget not over £1000. Liaises with catering to be able to offer 3 main courses, 3 desserts + vegetarian option.)

- Obtains menu choices for the Lunch and informs the venue two weeks beforehand of numbers and choices.
- Organises ad hoc Group Leader meetings as necessary
- Organises the Enrolment Day: establishing which Group Leaders need a table. Liaises with EGTC re layout of tables and chairs for the main room and the foyer.
- Prepares group names for tables at Enrolment Day and places them on the tables on the day. Provides a table plan for display at the event.
- Deals with Group Leader queries as they arise.
- Attends monthly committee meetings.
- Attends enrolment day.

Newsletter Editor

This is a key communication role and we have now developed a much more visual and attractive approach. Regularly throughout the year we update our members via the Newsletter. This is received either by post or email and is always visible on the website. We have also been involved with production and management of both private and public u3a Facebook groups. The public group is currently suspended.

- Produces a monthly Newsletter to keep the membership informed about current activities and provides necessary information. Regular features may include:
 - Chair's front page address
 - Dates for your diary
 - News from Group Leaders
 - Accounts of outings from members and relevant experiences within their groups
 - Committee discussions and decisions
- Orders stationery supplies needed for production of printed copies of the Newsletter.
- Orders stationery supplies for use by Committee Members.
- Arranges proof-reading of the Newsletter.
- Distributes the draft version to the Committee before sending to members and edits accordingly.
- Arranges printing and distribution of the final version.
- Arranges for a PDF copy of the Newsletter to be emailed to members.
- Uploads a PDF copy to the website.

Webmaster

Ensures that the original (SiteBuilder) website is effectively migrated to the current (SiteWorks) environment This is currently a shared role between our Webmaster and our IT Support coordinator. At the present time (May 2024) we are moving our website from the archaic software originally provided by the Third Age Trust on to a new website built on up-to-date WordSoft. Ensures that our website and membership management systems are as up to date as possible and that all Group Leaders are able to update their own web pages. Also available to assist with any IT-related problems.

- Undertakes overall administration of the East Grinstead u3a website.
- Ensures that the original (SiteBuilder) website is effectively migrated to the current (SiteWorks) environment. *{Applies in May 2024 onwards}*
- Ensures that all data uploaded or created in the public arena is accurate; informative and complies with both GDPR and copyright law.
- Ensures that out of date material is removed.
- Adds or removes interest groups; venues and ad hoc pages as required.
- Uploads all media to the SiteWorks media library
- Creates a parallel administrator who can manage website in webmaster's absence.

- Manages the creation of editors and authors.
- Provides training of editors and authors as necessary
- Ensures that the website is harmonised as fully as possible with the Beacon membership management system
- Monitors use of the website and provides monthly analyses for committee.
- Attends monthly committee meetings.
- Attends enrolment day.

IT Coordinator

The role comprised the management of all aspects of IT, including acquisition and management of software; hardware; audio-visual equipment and more. Prior to 2019 we used a TAT-provided harness to build a website, and our membership data was managed on stand-alone PCs. In 2019 we implemented Beacon, moving our membership data, together with interest groups and more onto the system, provided by the Trust. The role of IT coordinator comprised management of Beacon, together with all other IT related activities. In 2023 the role of Webmaster was devolved to a separate role.

- Acts as the focal point or all IT-related issues or queries *{now excluding the website}*.
- Arranges acquisition of any hardware, software or operating systems as needed.
- Administers the Beacon system, which is simple to use, secure and available 24/7 worldwide.
- Provides any necessary documentation and training for system users.
- Manages the creation, change and deletion of system users.
- Manages creation, change and deletion of system roles.
- Monitors the daily audit log to pick up user errors and provide corrective actions as necessary.
- Monitors creation of Membership Accounts via the Beacon Portal
- Extends the use of Beacon to make use of financial management facility.
- Ensures that a backup system administrator is available in case of absence.
- Monitors the use of Beacon and provides analyses of system data as necessary for monthly meetings.
- Ensures that status of interest groups on Beacon accurately reflects status on the website.
- Attends monthly committee meetings.
- Attends enrolment day.