



## **Ashingdon & Rochford**

### **Roles and responsibilities**

## Chairman

The Chairman, together with the Secretary, will decide on an agenda and must be well informed on all the issues to be discussed and their relative importance and be aware of where decisions are needed. The Chairman holds a key position during the meeting. He/she should have a strong enough personality to keep control of the meeting and to be able to deal firmly, fairly and tactfully with disruption or aggression.

A sense of humour is vital! A good Chairman will vary his/her style according to the purpose of the meeting. He/she should recognise a hidden agenda and allow it to be brought out into the open. Anyone trying to use the meeting to satisfy his/her own aims should be very quickly dealt with. The Chairman must be a facilitator and an enabler. He/she should be a good listener as well as a communicator, controlling the length of the discussion to allow the meeting to move forward to the next item. The Chairman's ruling is final.

### Tasks:

- 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 maintain the aims and objectives of the u3a
- 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, 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.

He/she needs to be:

Flexible in approach

Diplomatic and approachable

## **Vice Chairman**

- To deputise for the Chair when required and to assume the duties and responsibilities of the Chair in those instances
- To be familiar with all necessary procedures
- To work closely with the Chair and Secretary
- To act as an additional signatory for financial purposes

## **Secretary**

- To keep the Chairman well informed as correspondence is often addressed to the Secretary
- To arrange venues and equipment as required
- To take spare copies of the papers if necessary
- To ensure the meeting is quorate (check the Constitution)
- To convey decisions taken to the people who may be required to act
- To act as required following the meeting
- To deal with correspondence following discussion with the Chairman
- To maintain full and accurate files. The minute book is held by the Secretary
- To be the point of contact and reference between meetings
- To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership.
- To liaise with the Chairman and Minute Secretary re the agenda for meetings
- If no Minutes Secretary exists, to take fair and accurate minutes of the meeting and, having agreed them with the Chairman, circulate them to the committee for approval at the next committee meeting.
- To act as the contact for the Charity Commission
- To maintain and update the records of Trustees etc on the CC website
- To submit the Annual Return
- To deal with any other requirements from time to time
- To give formal notice (in accordance with our Constitution) of the AGM to all members. The notice shall set out the business of the meeting, including resolutions to be proposed, and provide information about proposals for election of Officers and non-Officer members of the Committee
- To circulate documents relevant to the AGM
- To deal with all relevant AGM correspondence

## **Treasurer**

### At meetings:

- Receive cash/cheques from Group Leaders
- Pay Speaker and any invoices

### During each month:

- Go to bank when necessary
- Pay invoices

### At end of month:

- Bank reconciliation for both accounts
- Prepare Financial Statement for Community account for committee meeting

### At end of September:

- Half- year Budget to Actual Statement for Community account

### In April:

- Prepare and submit the accounting records for independent inspection
- Prepare End of year Financial Statement
- Prepare budget for the following year

### In May

- Treasurer's Report for AGM

Also maintain Inventory of Purchases

## **Speaker organiser**

Recommendations are always best. Try to vary the speakers.

- Try to book at least three months in advance
- Use email address, or call speaker to sort out date and fee
- Discuss equipment needed
- Confirm by email if possible
- Ring at least one week before due date to double check all details
- Greet on the day and make the speaker welcome.

## **Refreshment at meetings**

Equipment:            1 x Urn            property of u3a  
                             1 x teapot       property of u3a

Other teapots, cups, saucers etc. kept in Memorial Hall

Consumables:        6 pints milk  
                             6 packets mixed biscuits  
                             Coffee, tea, sugar

Other items:           Tea towels  
                             Washing up liquid & cloth  
                             Black rubbish bags

- First fill urn with water then plug in and switch on.
- Put out paper cups for coffee and tea. Put milk each side to use as required.
- Put tea pots by urn. Put 8 tea bags in each.
- Use table outside to set out glass jug of cold water and squashes.
- Put biscuits out on plates, sugar in bowl, use empty bowl to collect money.

## **Meet & Greet Coordinator**

There is no organised rota, but it is a good idea to keep a list of those people willing to be flexible and assist at any meeting.

Help required:        2 key people who will remain static to cover both entrances  
                             3 or 4 people to assist when required

Duties:

- To greet everyone at either door and to check membership.
- New members to be directed, or taken, to the Membership secretary
- All members to sign in at the desk (Fire Regulation)
- All meeters & greeters to be aware of any member who appears to be on his/her own
- Be friendly and helpful throughout the meeting
- If asked a question, and unable to provide an answer, find someone else who can help.

## **Membership Secretary**

- January: send out renewal reminder/collect renewal subscriptions
- February: follow up with another reminder and the relevant forms. Collect subscriptions.
- March: collect renewal subscriptions.
- April:
- a) update Beacon.
  - b) make up new membership cards and distribute at monthly meeting.
  - c) if membership is full keep a waiting list of interested parties
  - c) update Group Coordinator and Newsletter editor with details of lapsed members.
  - d) remove lapsed members from Beacon
  - e) pass group interest details of new members to Group Coordinators
- Constantly:
- 1) update Beacon with new members and changes
  - 2) prepare new membership forms when required
  - 3) keep Magazine database updated and send to National Office 5 times a year.
  - 4) print off signing in forms and guest list form for each month's meeting.
  - 5) answer enquiries for new membership by telephone or email.
  - 6) advise those who enquire to try their local U3A if they do not have a SS4 postcode as our Constitution states we are here for Ashingdon & Rochford and immediate surrounding area.
  - 7) make up and supply badges for new committee members.
  - 8) pass over any monies collected for new Membership, renewals and guest fees each month to the Treasurer.
  - 9) pass all information to relevant parties who need it to fulfil their roles i.e. Group co-ordinator and newsletter editor when new members join and when members' details change.

## **Groups Coordinator**

The groups' coordinator plays an essential and invaluable role in advising and helping new interest groups to set up. The usual responsibilities will be:

- Negotiating the timetabling of the interest groups to allow for maximum participation.
- Coordinating support for new groups or groups that may be in difficulties.
- Being the focus for pooling ideas between group convenors on all aspects of group co-ordination.

- Canvassing for new group convenors.
- Organising group convenor meetings for inter-communication, social and other purposes e.g. discussing new initiatives.
- Speaking up for, and supporting, group convenors generally and devising ways for the u3a to show its appreciation of its group convenors.
- Liaising with the committee on all aspects of interest groups.

Ashingdon & Rochford u3a Groups Coordinator will also need to carry out the following:

- Be the 'first contact' person for anyone wishing to join a group. This is a committee Policy to ensure that the Groups coordinator is aware of 'full' groups so that waiting lists can be started.
- Keep a list of all groups and the members of that group
- Keep group leaders updated with lapsed members so that group leaders can remove lapsed members' names, contact details and ICE details from their lists. This is essential in order to comply with u3a guidance on DATA Protection Act which requires us to delete members' details once they are no longer members. To achieve this the membership secretary provides a list of all lapsed members shortly after the membership renewal deadline each year.
- Keep waiting lists for members wishing to join a group that is classed as 'full' and try to encourage members on the waiting list to start a duplicate group.

## **Minutes Secretary**

Minutes are important as the written record of what took place and the decisions taken at a meeting, whether it be a committee or general meeting. In a way they record the past history of the group and may be very useful for reference purposes with the passage of time. The minutes may be needed to substantiate a claim or defend one made against the organisation. Accuracy is essential in respect of decisions taken.

A verbatim account is not necessary but, whilst brevity is best, the minutes must be a fair and accurate record and convey meaning when read later, particularly by someone who was unable to attend.

The outcome and whether a vote was taken must be clearly indicated, plus who is responsible for any action to be taken.

The order of items must be the same as the Agenda and should be numbered. It is also helpful if the items are given headings to assist reference in the future. Every agenda item must be recorded.

Minutes of a Committee meeting should be set out as follows:

**Minutes of the ..... u3a committee meeting held on ..... (date) at ..... (venue)  
at ..... (time)**

Present: (Chairman, followed by names of those present).

Apologies for absence

1. Minutes of last meeting

The Chairman asks if he/she may sign as a correct record. Any alteration to the wording or errors must be agreed and minuted before the Chairman signs them and dates them. Once signed they form the only legal record of the business of the meeting.

2. Matters arising

3. Numbered items as they appear on the agenda.

A draft copy of the minutes should be sent to the Chairman for approval before distribution. Signed copies of approved minutes are retained by the Secretary.



## Roles & Responsibilities- Beacon Administrator

Beacon is a u3a national database system that holds our member information, names, addresses, phone numbers etc. It is fully GDPR compliant and the software is maintained remotely and updated regularly.

The Administrator has access to the full details of the Ashingdon & Rochford u3a membership only.

Roles and Responsibilities are as follows:

- Maintaining our Beacon system generally
- Sending monthly newsletters to members
- Sending any mass emails as required
- Setting up new users
- Granting access rights to authorised users
- Resetting passwords where necessary
- Assisting A&R u3a Beacon authorised users when technical help is needed
- Setting up and maintaining email templates where regular messages are sent to members
- Advising and training new authorised users when required
- Reviewing all national Beacon Support messages and acting where necessary