



## BARNSLEY AND DISTRICT

### ROLES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS

#### CHAIR

- Ensure that the Branch fulfils the objects, aims and principles of the U3A movement and acts in accordance with its Constitution and to provide leadership to the Branch membership through its various meetings and groups, and generally.
- Chair Annual General, Monthly, Committee and other meetings of the Branch where there is the necessity for such meetings to be Chaired (with power to delegate to Vice-Chair)
  - Maintain and disseminate a timetable of Committee meetings
  - Present minutes taken at the above meetings and maintain copies for necessary signature and approval
  - Distribute minutes of Executive Committee meetings
  - Compile and distribute Agendas for Executive Committee meetings and general Monthly Meetings
  - Ensure Minutes of Executive Committee meetings are available and key points communicated to members at Monthly Meetings
- Work with and through the Committee, to ensure that all the duties, obligations and accountabilities of the Committee, as Trustees, are met in full.
- In conjunction with the Business Secretary, be responsible for all Branch correspondence, subject to appropriate delegation to other Branch Officers and Group Coordinators.
- Represent the Branch at regional meetings and feedback any pertinent issues
- Work with the Executive Committee to develop a strategic plan for the organization.
- Deal with all other matters for which there is no other provision.



## BARNESLEY AND DISTRICT

### VICE CHAIR

- Stand in for Chair at Monthly and Executive Committee meetings when necessary
- Keep up-to-date with Charity Commission matters and report appropriate matters of interest to Trustees
- Submit annual reports and accounts to Charity Commission
- Inform Charity Commission of any changes in Trustees
- Oversee the management of Monthly Meetings:
  - ensure appropriate room layout and any necessary equipment is provided
  - book speakers
  - liaise with the Meet and Greet volunteers
- Convene and chair the Group Coordinators' meetings, feeding back to the Executive Committee
- Review Coordinators' Notes for Guidance
- Help develop a strategic plan for the organization.
- Undertake other responsibilities or duties not otherwise provided for, in consultation with the Chair.



## BARNESLEY AND DISTRICT

### TREASURER

- Be responsible to the Branch for the receipt of income and the payment of expenditure on its behalf and for the maintenance of such bank and investment accounts as approved by the Committee for this purpose and for the keeping of an appropriate accounting system.
- Prepare any necessary accounts annually for examination and the presentation to the Branch Annual General Meeting, Charity Commission and other relevant bodies, in accordance with the Branch Constitution.
- Provide the Committee with information on a regular basis as to the state of the finances of the Branch and to keep the membership informed, as appropriate.
- Produce a budget forecast in respect of Branch finances, as appropriate, but at least once annually for presentation to and approval by the Committee.
- Liaise with Inland Revenue and other external financial bodies with regard to Gift Aid.
- Maintain up-to-date records of income from Blue Boxes and subscriptions from members.
- Ensure other financial accounts - Choir, Travel - are audited and included in main accounts
- Ensure cash received - including Blue Boxes, members' subscriptions, social activities – is regularly banked and records maintained.
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.

### TREASURER'S TASKS

- Update ledger income and expenditure on computer on weekly basis
- Pay cheques as required and record on ledger
- Receive details of Blue Box contributions from Assistant Treasurer
- Update Group ledger and Group summary ledger
- Provide budget estimates to Executive Committee to inform future planning
- Compare income and expenditure at regular intervals against budget estimate
- Report to monthly Executive Committee meetings on current financial position and advise on projected expenditure and income
- Provide copy of accounts at monthly meeting and be available to answer any queries
- Provide year-end financial statement and organize audit of accounts
- Report to AGM
- Process and record Gift Aid application forms. Complete Form R68 for onward transmission to the Inland Revenue, via the Treasurer
- Liaise with Membership Secretary re income and claims
- Liaise with Room Bookings Officer to confirm accuracy of invoices from accommodation venues



## BARNSLEY AND DISTRICT

### BUSINESS SECRETARY

- Be responsible, in conjunction with the Chair, for dealing with the correspondence of the Branch
- Receive all general official correspondence, notices, leaflets, etc from the Third Age Trust National Office, and from other U3As and from the YAHR regional committee. Keep the Committee and membership informed generally of all relevant correspondence, as appropriate
- Maintain and disseminate a timetable of Committee meetings
- Deal with the administration for the Annual General Meeting including
  - organising printing of any necessary papers
  - preparing notices for publication in the Buzz
- Retain all Licenses distributed by Third Age Trust
- Maintain an inventory of equipment and resources and arrange for electronics PAT testing (if necessary)
- Retain, and distribute as appropriate, subject guidance and advice from Third Age Trust
- Liaise with the Chair generally on all administrative matter
- Attend Committee Meetings and Monthly General Meetings whenever possible.



## BARNSLEY AND DISTRICT

### DEVELOPMENT OFFICER

- Insert article in Buzz informing membership of any new and proposed groups
- Inform Buzz Editor of any changes to Contact List.
- Attend Committee Meetings, Coordinators' Meetings and Monthly General Meetings whenever possible.
- Take an active role in New Members' Meetings.

### COORDINATOR SUPPORT

- Support the Vice Chair in planning and running the Coordinators' Meetings
- Monitor and review group attendance data to make recommendations to Committee on viability and other issues
- Review and update "Guidelines for Coordinators" publication as necessary
- Retain, and distribute as appropriate, subject guidance and advice from Third Age Trust

### NEW GROUPS

- Actively encourage, brief and support members who show an interest in becoming a Group Coordinator, including providing Guidelines for Coordinators.
- Advise on premises available and visit groups at first opportunity when it is established. Arrange for an Interest List to be displayed at Monthly meetings.
- Inform Membership Secretary of any new or full groups for inclusion in "New Members Guide to Groups" booklet. Pass on same information to Website Manager



## BARNESLEY AND DISTRICT

### MEMBERSHIP SECRETARY

- Maintain membership database
  - Enter details to database from application form
  - Update “those who need to know” about new members on a monthly basis
  - Deal with all General Enquiries directed to our website
  - Pass on all Bank pay in slips to Treasurer
- Subscription Renewals
  - Ensure that there are sufficient membership forms for renewals
  - Provide membership cards on request.
- Attend Committee Meetings and Monthly General Meetings whenever possible.

### NEW MEMBERS SECRETARY

- Deal with prospective membership enquiries either by telephone, existing members or monthly meetings
  - Send out/ give introductory letter, application form, Gift Aid form, New Members Handbook
  - When application form and membership fee received, send/give acceptance letter, membership card, current copy of The Buzz with Contact List
- Review information to be sent to New Members on a regular basis
- New Members Meeting
  - Inform the Chair when sufficient names are available for a New Members Meeting
  - Send an email/ letter of invitation to each new member and note their responses
  - Book a suitable venue and organise refreshments
  - Attend the meeting as a facilitator
- Attend Committee and Coordinators’ Meetings and Monthly General Meetings whenever possible.



## BARNESLEY AND DISTRICT

### ROOM BOOKINGS SECRETARY

- Make all accommodation bookings and cancellations for General Meetings, Committee and Coordinators' meetings, and Group meetings.
- Advise the Treasurer on a regular basis of the venues and numbers of meetings that have taken place and any cancellations.
- Produce the schedule of Group activities in calendar form, each quarter, for The Buzz. Keep the Committee and membership informed generally of all relevant issues, as appropriate.
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.

### BUZZ NEWSLETTER – EDITORIAL AND DISTRIBUTION TEAM

- Edit information to produce a draft magazine for proof reading on a quarterly basis.
- Ensure that no material is published that could bring the branch into disrepute.
- Incorporate an up-to-date calendar and timetable to cover the month of issue and three subsequent months.
- Arrange printing and collection of The Buzz
- Distribute the Buzz to members, recording preferences for collection
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.

### WEB SITE OFFICER

- Maintain an up-to-date website
- Liaise with Development Officer re changes to Group information
- Liaise with Choir, Social and Travel Committees re promoting events
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.
- Action and respond to member requests promptly.
- Encourage and develop web page editors and involvement of others in the web pages.
- Continue to innovate, develop and enhance the webpage, within the restrictions applied, using outside resources.



## BARNSELEY AND DISTRICT

### SOCIAL COMMITTEE REPRESENTATIVE

- Form a Social Events Sub-Committee, to include non-committee members to assist in the provision of social and fundraising events for the branch, and to act as Chair of the sub-committee.
- Organise and arrange a programme of social events
- Facilitate the monthly raffle
- Ensure all net proceeds from social activities contribute to general funds via the Treasurer.
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.

### CHOIR SUB-COMMITTEE REPRESENTATIVE

- Work with the Choir Sub-Committee, to include non-Executive Committee members, to plan a programme of events for internal and external audiences.
- Communicate decisions made at Choir Sub-Committee to the Executive Committee, especially those concerning financial matters
- Liaise with the Treasurer re the production and audit of sub-committee accounts for inclusion in main accounts
- Attend Committee and Coordinators' Meetings and Monthly General Meetings whenever possible.

### MINUTES SECRETARY

- Take the minutes at general Monthly meetings, AGM and Committee meetings, and other meetings as agreed

### AV OFFICER (CO-OPTED)

- Supply IT equipment for monthly meetings and other events as necessary
- Regularly review the availability of equipment in central storage
- Liaise with Business Secretary re inventory





## **BARNSLEY AND DISTRICT**

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