



# Roles and Responsibilities for elected Committee Members

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# Roles and Responsibilities for elected Committee Members

## CHARITY COMMISSION REQUIREMENT

All members elected to serve on the Executive Committee must be able to meet the requirements of the Charity Commission.

## CHAIRMAN

1. To ensure that Bourne U3A complies with its Constitution, Charity Law and any other relevant legislation or regulation and pursues its objectives. To give firm strategic direction to Bourne U3A and safeguard its good name.
2. To work closely with the Vice Chairman to ensure that he/she are up to date on all matters.
3. To ensure the effective and efficient administration of Bourne U3A and, in association with the Executive Committee, its Financial stability.
4. Chair all meetings of the Executive Committee, SGM's and the AGM having a casting vote if required.
5. Act as a focal point for the organisations and, if required, represent it at U3A Network and other meetings.
6. Upon election and in consultation with the committee, decide frequency, dates and venues for Executive Committee meetings together with confirming roles and responsibilities to be undertaken by each committee member.

## ESSENTIAL SKILLS.

1. The ability to speak to small or large audiences and to communicate by Email or other means to all members.
2. A calm manner.

## ROUTINE ACTIONS.

1. To work with the secretary before each meeting to ensure the Agenda and Minutes are in order.
2. To liaise with any relevant Committee member/ or other persons to resolve any outstanding matters.
3. To plan, with the committee, future succession.
4. To write a piece for the Newsletter to keep members informed of any relevant matters.



## **Roles and Responsibilities for elected Committee Members**

### **VICE CHAIRMAN**

1. Shadows the Chair such that, should the Chair not be available, he/she can replace him/her seamlessly.
2. Shares the load where necessary.
3. Is a sounding board for the Chair.

### **ESSENTIAL SKILLS**

1. The ability to speak to small or large audiences and to communicate by Email or other means to all members.
2. A calm manner.



# Roles and Responsibilities for elected Committee Members

## TREASURER

### Key Responsibilities

1. Administrate and overview all financial activities of Bourne U3A.
2. Create, maintain and implement as appropriate, accounting procedures that provide adequate reporting accuracy for compliance with the changing legal and financial requests of;
  - a. The Third Age Trust.
  - b. The Inland Revenue.
  - c. The Charity Commission.
3. Identify potential financial risks to the Executive Committee in a timely manner.
4. Act as initial contact for the current bankers.
5. Liaise with all other committee members, particularly the Chairman, to facilitate speedy and accurate communication on all financial matters.
6. Provide support, advice and encouragement to Group Treasurers
7. Be aware of changing financial reporting requirements from government departments, or the Third Age Trust in order to comply with current Year-end reporting legislation. Include the Auditor/Examiner in any communication related to Year End Accounts.

### Helpful Skills & Attributes

1. Good communication ability on all media platforms to provide well worded and diplomatic "requests for" not "instructions to" the intended recipients, so that effective interaction with all membership levels within the branch and when required with external third parties is professionally achieved.
2. An understanding of bookkeeping skills with a systematic method of working.

### Routine Tasks

1. Keep full and accurate accounting records of all U3A income and expenditure analysed so that an accurate picture of the current financial situation can be understood by all the Committee
2. Provide a financial report at all committee meetings.
3. Prepare cheques for counter-signing by other mandated committee members.
4. Reimburse appropriately supported expenses.
5. Pay monies into the bank on a timely basis.
6. Prepare the annual Gift Aid Claim for HMRC.
7. Occasionally prepare claims for grants from The Third Age Trust, Local Authorities and Lottery funds etc.
8. Maintain supporting correspondence, invoices, receipts etc. in an orderly manner.



# Roles and Responsibilities for elected Committee Members

## **BUSINESS SECRETARY**

1. To be responsible for calling Executive Committee meetings, drawing up the Agenda, and distributing notes of the meeting and any related papers. Records and distributes Executive Committee minutes (If a Minutes Secretary has been appointed then the Minutes will be prepared by that Post Holder)
2. To be responsible for calling the AGM and any SGMs that may be called, drawing up the Agenda in association with the Chairman and distributing the Minutes of those meetings, and holding the archive.
3. To be responsible for the management and distribution/dissemination of incoming correspondence for BOURNE U3A, reporting to the Trustees, and responding to the correspondence as required.
4. Write letters etc. as requested by the Chairman or Committee members.
5. Liaises with other Post Holders to ensure they are aware of any new or updated information.
6. To be responsible for advising all appropriate bodies, including The Third Age Trust, of changes to existing Post Holders.
7. To ensure that important papers and records, e.g. licences and documents conferring status or authority, are retained in a safe place.
8. Supporting the Chair in the development of BOURNE U3A.

## **Essential Skills/Abilities**

1. E-Mail and Word Processing skills.

## **Desirable Skills/Abilities**

1. A good organizer.
2. Systematic and clear thinking.
3. Diplomatic and approachable.



# Roles and Responsibilities for elected Committee Members

## **ELECTED COMMITTEE MEMBER**

### **Job Responsibilities and Functions**

1. If no particular function has been assigned will assist in the general work of the committee

### **Essential Skills/Abilities**

1. Ability to communicate by e-mail and other means to Group Leaders, Members and Committee.

### **Desirable Skills/Abilities**

1. A good organizer.
2. Systematic and clear thinking.
3. Diplomatic and approachable.

### **Routine Actions Required to Accomplish Job Functions**



# Guidelines for Bourne U3A Roles

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## Guidelines for Bourne U3A Roles

### MEMBERSHIP SECRETARY

1. To act as first point of personal, postal, e mail and telephone contact for potential and current members. (U3A e mail address supplied).
2. To maintain the membership database using the BEACON administration system relating to
  - a. New members;
  - b. Renewals of existing members;
  - c. Changes to members' details (although members can change basic information themselves using the Members Portal);
  - d. Preparing lists relating to the dispatch of Third Age Matters Magazine to members who have requested the publication. (Exact procedure to be determined)
3. To report to the Treasurer on all membership cash and cheques received.
4. To advise the Treasurer of all members who renew by BACS.
5. All membership cash and cheques received to be passed to the Treasurer, or, with his/her agreement, banked.
6. To prepare a monthly report for on Membership matters for the Executive Committee.
7. To keep all members' application forms for seven financial years when they should be destroyed (i.e. shredded) at the start of the eighth financial year.
8. On the same timescale, BEACON should be triggered to clear the records for non-renewals, lapsed and deceased members.
9. To be a member of the Executive Committee.
10. To participate in Executive Committee organized events such as Open Days etc.





# Guidelines for Bourne U3A Roles

## GROUPS CO\_ORDINATOR

1. Keeps an accurate record of all the groups and details of the group leaders on the Beacon System.
2. Displays at the monthly meetings an up to date schedule of all the group meeting dates.
3. Is available to new groups for help in setting up.
4. Helps any group leaders with issues that they and/or the group cannot resolve.
5. Contacts all Group Leaders regularly to ensure
  - a. Group finance is recorded either on the Beacon System (preferred) or on a suitable paper record which is passed to the Treasurer at the end of each financial year.
  - b. Any Group Assets have been reported to the Treasurer for inclusion in the Asset register
6. Arranges the Group Leaders meetings.
7. Responsible for either updating the Webmaster on matters relating to Groups or using the U3A Site Builder to update the Group pages.
8. Is responsible for the issuing of the Information Manual and annual distribution of updates.



## Guidelines for Bourne U3A Roles

### **PUBLICITY OFFICER**

1. Advise the local press of Bourne U3A Monthly meetings, and any other special meetings following up with reports.
2. Provide Bourne U3A information to local information points.
3. Provides local Businesses with U3A information for inclusion in their retirement packs.
4. Seeks to ensure that newcomers to the Bourne area are made aware of the U3A.



# Guidelines for Bourne U3A Roles

## BEACON ADMINISTRATOR

### 1. Role

The Beacon Administrator controls the Beacon management system and as such is Bourne U3A's Data Custodian. He/she provides guidance/advice to Users when required; and links to Beacon support systems.

### 2. Data Security

Ensure that all data is collected, stored and accessed in accordance with Bourne U3A's Data Protection policy. Periodically review policy, procedures and practice.

### 3. Beacon Management

Configure Beacon to meet the needs of the Committee and other Users. Manage access to Beacon, adding/removing Users and allocating appropriate privileges. Monitor the Audit Log and E-Mail Delivery Log for problems. Monitor the effectiveness of Beacon usage in the U3A. Report to each Committee meeting.

### 4. Advice

Provide guidance and support to Committee in using Beacon effectively. Promote Beacon within Bourne U3A, advising and where necessary demonstrating and assisting other users.

### 5. Link to External Support

Act as point of contact for the Beacon National Support Team. Monitor/contribute to Beacon Forum. Attend Beacon Conferences.



# Guidelines for Bourne U3A Roles

## WEBMASTER

### 1. Job Responsibilities and Functions

- a. Provides & maintains the Bourne U3A Website ensuring compliance with the U3A Bourne Privacy and Data Protection policies.
- b. Ensures that personal data is only displayed with the permission of the individual concerned.
- c. Ensures that any links on the website work correctly.
- d. Provides link information to other Web Masters to promote Bourne U3A.
- e. Uploads Group information if requested by Group Leaders

### 2. Essential Skills/Abilities

- a. Ability to use the U3A SiteBuilder application to maintain the Bourne U3A website.
- b. Standard IT skills will be required. (Word Processing etc.)
- c. Ability to communicate by e-mail and other means to Group Leaders, Members and Committee.

### 3. Desirable Skills/Abilities

- a. A good organizer.
- b. Systematic and clear thinking.
- c. Diplomatic and approachable.



## Guidelines for Bourne U3A Roles

### ROTA CO\_ORDINATOR

1. Organise rotas for Desk Clerks and Visitor Hosts and maintain lists encouraging new volunteers via the monthly meetings and the newsletter. Completed rotas are sent to the newsletter editor for publication.
2. At the monthly meeting oversee the running of desk clerks and hosts, standing in where appropriate. Provide badges and literature.



## Guidelines for Bourne U3A Roles

### **NEW MEMBER CO-ORDINATOR**

Organise and run meetings for new members. This involves booking the venue and organizing refreshments.

New members are contacted via Beacon to inform them of date and time.

Invite the Groups Co-ordinator and advise newsletter editor of meeting.

At this informal get-together new members are welcomed and introduced to future events, groups and availability.

#### **Essential Skills/Abilities**

1. Ability to communicate by e-mail and other means to Group Leaders, Members and Committee.
2. A good organizer.
3. **Systematic and clear thinking.**
4. Diplomatic and approachable.



# Guidelines for Bourne U3A Roles

## NEWSLETTER EDITOR

### Responsibilities and Functions

1. Produces the monthly Newsletter.
2. Arranges for Newsletter distribution by e-mail or collection at monthly meetings or by post.
3. Applies any editorial policies that the Executive Committee may consider appropriate.

### Essential Skills/Abilities

1. Ability to communicate in good English by e-mail and other means to Group Leaders, Members and Committee.

### Desirable Skills/Abilities

1. A good organizer.
2. Systematic and clear thinking.
3. Diplomatic and approachable.

### Routine Actions Required to Accomplish Job Functions

1. Prepare monthly Newsletter to include current lists and Rota's and any information or articles and photographs sent in by Members.
2. Copy date is usually one week before the monthly Main meeting.
3. Liaise with the Secretary to print the agreed number of hard copies on the Bourne U3A printer.
4. After ensuring that the web site has been updated, distribute to all email Members via Beacon.