

Branston & District U3A

Committee roles and responsibilities



All Committee Members

- All Committee Members are Trustees and must conform to Charity Commission rules for Trustees.
- A brief overview of Trustees responsibilities is given by Third Age Trust – see appendix 1. - Trustee Code of Conduct (England and Wales)

Committee Members generally

- Attend committee meetings and contribute to discussions and decision-making
- Be prepared to take on ad-hoc roles to assist the activities of the committee and Branston & District U3A group, e.g. help with organising study days, outings, etc.
- In consultation with an Interest Group, Trustees will make applications to outside grant giving bodies to fund capital items required by the Group.
- Chair Sub-Committee Meetings if appropriate
- Be available to support other Committee Members, Group Convenors and U3A members.
- Participate in group activities if required.
- Be willing to attend National, County and Neighbourhood activities if and when required or appropriate.
- Appoint Sub-Committees as necessary and agreed in Committee.
- Take steps to meet new members as soon as possible.

Chair

- Chair Committee and General/Monthly Meetings.
- In conjunction with other committee members, prepare and circulate the Committee and General/Monthly Meeting Agendas at least one week in advance of the meeting.
- In Conjunction with Secretary and Data Manager, produce AGM notifications.
- Keep apprised of Third Age Trust news/activities.

Vice-Chair

- In the absence of the Chair, chair General/Monthly Meetings and Committee Meetings.
- Liaise with the Chair as appropriate to back up the Chair.
- Become acquainted with and take part in the full range of Chair's duties.
- Arrange/book the dates for Committee Meetings, General/Monthly Meetings, and any occasional meetings as required.

Treasurer

- Maintain the accounts of the Branston & District U3A group.
- Ensure that comprehensive and accurate financial information is presented to the Committee at each meeting and as and when requested.

- Answer any financial questions from members.
- Identify any financial risks facing the U3A and recommend appropriate action.
- Ensure that monies held by the U3A are invested to the greatest benefit of the organisation, according to its aims and objectives.
- Open and maintain bank accounts on behalf of the U3A in accordance with the terms laid down in the constitution.
- Prepare an annual budget forecast and monitor it carefully.
- Contribute as required to any grant applications and ensure that grants and funds received for specific purposes are appropriately spent.
- Pay in all monies received and make payments as required, subject to the rules laid down in the constitution and the appropriate documentation being received.
- Arrange payment of the annual capitation fees to The Third Age Trust in liaison with the Data Manager.
- Prepare an annual statement of accounts.
- Arrange for the examination of the annual accounts prior to presentation to the membership at the Annual General Meeting.
- Ensure that all the information and paperwork required by the examiner is available as soon as possible after the end of the financial year so that the examination can be completed in good time for the AGM.
- Ensure any recommendations from the examiner are implemented.
- Together with the Membership Secretary and Data Manager, be responsible for all Gift Aid claims.
- Distribute and collate end of year financial and nil-return forms to Group Convenors.
- Liaise as necessary with the Equipment Manager and keyholders for annual PAT testing.

Secretary

- Deal appropriately with correspondence.
- Deal appropriately with publications and correspondence from the Third Age Trust; circulate to other Committee members and to all Branston & District U3A members, as appropriate.
- Be the focal point for all queries, apart from new and existing membership queries which should be referred to the Membership Secretary.
- In liaison with the Chair and Data Manager, facilitate the preparation and circulation of the Notice of the Annual General Meeting to all Branston & District U3A members, together with the nominations forms for Officers and Committee.
- Before the AGM, make available to all members the Minutes and Annual Accounts of the previous year's AGM and make them available for loading onto the website.
- Where necessary, deal with the proceedings for an Extraordinary General Meeting as defined in the Branston & District U3A Constitution.
- Update the U3A Constitution following EGM or AGM resolutions.
- Be responsible for informing the Charity Commissioners and Third Age Trust of all changes to the Trustees of Branston and District U3A.
- Maintain record of all completed accident report forms and ensure copies are sent to the Welfare Officer and Groups' Co-ordinator.
- Write a monthly article for inclusion in the Sheepwash Times and Limespring Hundred magazines

Minutes Secretary

- Attend Committee Meetings and take notes of discussions of agenda items, record decisions made and actions to be taken, and by whom.
- Produce copy of the draft minutes and send to the Chair, to be circulated to Committee members for approval. To be received within a week. I believe there is a 2 week deadline in the Constitution.
- Attend Extraordinary General Meetings and Annual General Meetings and take notes on proposals, discussions, number of votes for, against, and abstentions, and decisions taken.
- Produce copy of above Minutes and send to the Chair.

Groups Co-ordinator

- Keep master copy of Plan of Group Meetings. (List of all Groups with details of Convenors, dates, times and venue of meetings, etc.
- In liaison with the Group Convenors and Data Manager, keep Group Membership Lists in database updated and issue new lists to Group convenors as required.
- Oversee formation of new groups and 'second' groups.
- Liaise with the Membership Secretary and Data Manager, to maintain the database and to ensure that all copies are up-to-date.
- Circulate Group Emergency Contacts report to each Group Convenor.
- Together with Welfare Officer, make sure that Group Convenors have supply of accident report forms for completion and return to Welfare Officer.
- Retain copies of completed accident report forms.
- Arrive at Monthly Meeting in time to put out Group Lists.
- Give information to new members about group activities.
- Arrange Convenors' Meetings at least once a year.
- Remind Group Convenors responsible for outdoor activities to be aware of need to carry basic first aid sundries and to carry mobile telephone.
- Receive Cheque Request forms from group co-ordinators and forward to Treasurer
- Distribute and receive grant application forms for completion by group co-ordinators, list and forward to Treasurer
- New Groups:
 - Explore the possibilities of starting new or 'second' groups;
 - Call meeting of those who have indicated interest in forming a group;
 - Explain duties of Convenor, i.e. keep register of attendance; collect monies (where applicable); arrange programme in consultation with members; ensure that Groups Convenor and data Manager are aware of new and leaving members.

Programme Secretary

- Compile information about suggested future speakers.

- As appropriate, begin contacting prospective speakers.
- Ask speaker fee required; where donation to charity required instead of fee, ask speaker to confirm this in writing and retain confirmation on file. (This is required for Charity Commissioner reasons). Advise Treasurer at next committee meeting.
- Confirm bookings in writing, keeping a copy with telephone number and email address.
- With Committee approval, agree on budget for speakers for coming year.
- Two to three weeks before the General/Monthly Meeting concerned, contact speaker to remind and to ask about any special requirements, e.g. projector, table.
- At meeting, ensure that parking space is reserved by door.
- At meeting, introduce the speaker or arrange for someone else to do so.

Membership Secretary

- Answer emailed new member enquiries promptly with a letter of introduction giving them information about u3a activities and meetings by directing them to the relevant sections of the Branston and District u3a website. Include files of Membership Application and Gift Aid Declaration forms for them to print, fill in and bring to the next meeting
- Meet and greet new members attending monthly meetings. If necessary, provide them with Membership Application and, if appropriate, Gift Aid Declaration forms.
- On receipt of completed membership form and requisite membership fee, enter new members' details on to Beacon database.
- Inform all committee members via Beacon that a new member has been added to the database
- Send the new members an email via Beacon for response and confirmation of their email address.
- Pass all subscription monies to the Treasurer at or before the next Committee Meeting.
- Liaise with the Groups Co-ordinator and the Data Manager to maintain the database and to ensure that all members' entries are up-to-date.
- Maintain a file of all hard copies of Membership Application and Gift Aid Declaration forms.
- Attend monthly committee meetings and report on any new or prospective new members. A report giving a breakdown of total membership and types of members can be obtained from Beacon.
- Attend monthly meetings to meet and greet new / prospective members. Provide an up to date membership list for the Treasurer to use as a signing in sheet for these meetings.
- Answer new member enquiries promptly; either enrol them or place on waiting list.
- Pass new members' details on to Data Manager for database registration.
- Write a letter of introduction to new members.
- Ensure that new members complete a New Membership form and complete a Gift Aid Declaration form if appropriate.
- Pass Gift Aid Declaration information to Treasurer.
- Pass all subscription monies to the Treasurer at or before the next Committee Meeting.

- Liaise with the Groups Co-ordinator and the Data Manager to maintain the database and to ensure that all copies are up-to-date.
- Give information about U3A activities to prospective new members and take steps to meet new members as soon as possible.

Data Manager

- Develop and maintain the Membership Database as a secure system in compliance with Data Protection legislation.
- Ensure that a deputy/deputies are able to take over if necessary.
- Liaise with the Membership Secretary to ensure that Members' details, including Membership fees and Gift Aid status are kept up to date.
- Keep completed membership forms until the next membership year.
- Liaise with the Treasurer to ensure that Gift Aid claim is submitted following EOY Membership renewals as per protocol.
- As appropriate, circulate from the database the Member Summary report (containing names, postal addresses, email addresses and telephone numbers) and Committee Members report to all Committee Members.
- Each year after the annual renewal of subscriptions, prepare Member Emergency Details report for Monthly Meeting folder; updating throughout the year as appropriate.
- Make membership badges and distribute.
- In Liaison with the Groups Coordinator, prepare lists of Group members, including Group Members' Emergency Details for Groups Convenors.
- Five times a year, from the database send mailing addresses and updates to Third Age Trust for U3A News direct mailing to members, following the protocol set by the TAT.
- Complete the End of Year return for Third Age Trust, plus HMRC and Charity Commission returns.
- Provide information to all Committee Members and other interested parties as necessary and appropriate.

Web Master (can be ex-officio)

- Maintain Branston & District U3A web site, liaising with the Third Age Trust/U3A Sites administration as required.
- Ensure content is relevant and timely; encourage group convenors to update their content.
- Ensure that domain name registration is maintained by paying fee as and when required.

Welfare Officer

- Try to be aware of members who are unwell or in difficulties and offer help on behalf of U3A.
- Send cards or notes to any member who is unwell, etc.; visit if appropriate.

- Keep relevant Group Convenor and appropriate members of Committee informed.
- Retain and file appropriately a copy of completed Accident Report Forms.
- New Members' Liaison:
 - At General/Monthly Meetings, be available to welcome new and prospective members; if not available then arrange for someone to deputise.
 - Introduce new and prospective members to Chair, Group Co-ordinator and other Committee members and Group Convenors.
 - Give General/Monthly information about U3A and Branston & District U3A in particular.
 - See that new or prospective member is given a cup of tea or coffee.

Newsletter Editor (can be ex-officio)

- Produce a newsletter every 3 months or otherwise as requested by the Committee.
- Ensure content is relevant and timely; encourage Group Convenors to submit content.
- Arrange for printing and distribution at General/Monthly meetings or email distribution via the Data Manager.
- Send as pdf file to Web Master for uploading to web site.

Equipment Officer (can be ex-officio)

- Maintain list of U3A equipment and associated spares, where located, when and by whom it is used and provide Secretary with up-to-date list.
- Advise Secretary if any maintenance or checking of equipment is required.
- Assemble or advise convenors in assembly of equipment for use at Group meetings.
- Assemble or assist in assembly of PA and projector system for General/Monthly Meetings.
- Liaise as necessary with the Treasurer and keyholders for annual PAT testing.

Social Convenor (can be ex-officio)

- Take necessary provisions for refreshments at General/Monthly Meetings, i.e. tea, coffee, milk, biscuits, tea towels.
- Arrive at Village Hall at 1.00pm on day of General/Monthly Meeting.
- Maintain rota of at least 3 helpers.
- Prior to meeting, remind those who have volunteered for 'refreshment duty' and organise substitutes if necessary.

- Be responsible, in conjunction with members of the Committee, for organisation of any social events and provision of refreshments, etc.

Appendix 1.

Trustee Code of Conduct (England and Wales)

INTRODUCTION

Charity trustees work together as a team and are collectively responsible for controlling the management and administration of a charity.

A trustee code of conduct is an agreement between the organisation and the individual committee member which clarifies the standard of behaviour expected in the performance of their role.

GENERAL

Trustees must read the Charity Commission leaflet CC3 entitled 'The Essential Trustee – what you need to know, what you need to do' which can be found on the Charity Commission website.

Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.

Trustees are expected to know, follow and promote the Principles of the U3A Movement at every opportunity.

Trustees must always act in the best interests of Branston & District U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Branston & District U3A or the U3A Movement into disrepute or expose it to undue risk. Trustees are expected to use Branston & District U3A's resources responsibly and only to further its stated charitable objects/purposes.

Trustees are expected to reflect the current organisational policy of Branston & District U3A, regardless of whether it conflicts with their personal views.

Trustees are expected to abide by Branston & District U3A's governance procedures and practices.

Trustees must never derive any pecuniary benefit from being a trustee and must notify the Chairman of any gifts received.

Trustees should inform the Chairman before accepting an invitation to speak on behalf of the U3A.

Trustees are expected to treat fellow committee members courteously at all times and maintain a respectful attitude towards the opinions of others.

Organisational, committee and individual confidentiality must be respected at all times.

SPECIFIC – COMMITTEE MEETINGS

Preparation for and attendance

Trustees are expected to study the agenda and all supporting papers prior to the meeting and strive to attend all meetings.

Conflict of Interest

Trustees must declare a conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chairman will then decide whether to exclude the trustee from a particular item or even from the whole meeting. In the event that the Chairman has a conflict of interest, then the committee should request the Vice Chairman to rule on the matter.

Power to make decisions

This rests solely with the committee as a body and decisions can only be taken as a result of a majority vote in favour by those members of the committee present at the time. No trustee has the authority to act in isolation.

Confidentiality

In order that all trustees feel comfortable expressing their views and ideas it is essential that everybody maintains complete confidentiality outside the committee at all times. The decisions made by the committee are minuted and once approved, the minutes are available on request to members.

Corporate responsibility

No matter what individual trustees' opinions or voting choices are, once an item is approved by the committee, all trustees must accept it as decisive and final and not comment further outside the committee environment.

Current and new elected trustees should be asked to confirm their acceptance of the code which should be minuted. Alternatively you can ask each trustee to indicate acceptance by signing and dating a copy which should be kept on file.

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Branston & District U3A – Registered Charity No. 1116041