

Burton-on-Trent u3a Roles of Committee Members

General Rules for all Committee members

- To be aware of the Common Responsibilities for all Committee Trustees.
- To note that all Committee Members are Trustees, and are aware of the Charity Commission's The Essential Trustee (cc3a)
- Be aware of, follow, and uphold the aims and principles of the Third Age Trust.
- To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the Constitution) and complies with charity law and other relevant legislation.
- To make every effort to attend all committee meetings and to offer apologies if unable to do.
- To be aware of the information contained in the induction pack, and to carry out efficiently their delegated roles.
- To support and encourage the membership and each other.

ACCESSIBILITY OFFICER

This role is to be read in conjunction with the Accessibility Policy and the Equality, Diversity and Inclusion Policy

- To implement the above 2 policies
- To be first point of contact for members who may have accessibility issues
- To assist and promote accessibility of u3a members
- Advise on issues within the scope of the Third Age Trust Guidance
- To assess venues and meeting arrangements to ensure that members with accessibility issues have the best possible experience in Burton u3a
- To liaise with Group Coordinators on an ongoing basis to ensure that groups are accessible and that Group Coordinators are aware of what the expectations are and what adjustments may need to be made e.g. relocating a group held within someone's home to a wheelchair accessible venue.

Next review date: 24 May 2022