# 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.

- To upload, when requested, the members details for the delivery of the Third Age Matters magazine.

## BEACON ADMINISTRATOR

Burton u3a uses a computer system called Beacon to administer memberships and groups.

- To be the Burton u3a point of contact to the National u3a for matters pertaining to Beacon.

- To maintain the Beacon set up, this currently includes:

  - ➢ ensuring the system users list (committee) is maintained by adding and removing Trustees as necessary

  - ➢ issuing Beacon passwords and assigning roles and privileges to committee members, when authorised

  - ➢ changing system settings and membership classes when necessary ➢ managing the poll options that appear on individual member pages.

- To maintain the u3a Officer list in Beacon.

- To unblock emails when necessary.

- To assist the Groups' Secretary by:

  - ➢ helping deliver training on how to use Beacon to group coordinators

  - ➢ issuing Beacon passwords to group coordinators ☐ Support committee members in the use of Beacon.

- Help to ensure committee members and group coordinators are aware of the need to:

  - ➢ Accept the Beacon Terms & Conditions

➢ Only access Beacon via a secure network (networks should not be open to public use eg. internet cafes and should be password protected)

➢ Use a virus protected device when accessing Beacon.

Note that Burton u3a do not currently use the full functionality of Beacon because we: are not using its full financial component; have not enabled access to allow individual members to edit their own membership records; have not enabled the option for members to pay membership through PAYPAL and do not issue membership cards automatically through Beacon. Each of these would require additional input from the Beacon Administrator.

Next review date:  24 May 2022