

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.

PROGRAMME / EVENTS COORDINATOR

- Book the venues for Talk & Teas and Christmas Party (not AGM)
- Arrange an annual programme of speakers for the AGM and Talk & Teas. Ensure the speakers cover a wide variety of topics, which are of general interest to all members.
- Contact the speakers, confirming date, venue and topic. Give an approximate time for talk allowing time for any questions. Check if any equipment will be required.
- Ensure that any fee or expenses are within the budget set by the committee, and approved by them in advance.
NOTE:
A member of any u3a may not charge a fee for speaking, but they may claim expenses.
No thank you gift purchased from u3a funds can be given to any speaker
- Confirm all the details agreed, and inform the committee of these.
- Confirm all details with the speaker a few days before the meeting. At the same time enquiry should be made to ascertain those personal details needed to introduce the speaker to the meeting.
- Ensure that if a cheque is required it is available on the day.
NOTE: Cheques cannot be made payable to a charity.
- Request a list of members from the Membership Secretary to check in members
- Arrange for check in of members and set-up of room
- Arrange for Welcomer outside the venue and appropriate banners are in situ.
- Introduce the speaker to the Chairperson.
- Ensure a Vote of Thanks is given

- Have contingency for non-arrival of speaker.
- Keep a list of suggested speakers obtained from other U3As, members, outside recommendation, and own knowledge.
- Maintain a list of previous speakers to avoid repetition.
- Purchase refreshments

Review date: May 24 2022