

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.

INTEREST GROUPS COORDINATOR

- Encourage members with known skills and interests to become Group Coordinators. Recruitment and induction of new Group Coordinators.
- Encourage shadowing and handover for 'exiting' Group Coordinators.
- Maintaining a detailed and accurate list of local venues.
- Support setting up new interest groups. Make list of interested members, arrange start-up meetings etc.
- Maintaining regular contact with newly established groups to discuss and review progress.
- Inviting members' suggestions for new interest groups, discussing options and encouraging interested members to set up a group themselves with the workload being shared.
- To keep records up to date of groups' coordinators' names, addresses and telephone numbers, venues, times and frequency of meetings.
- To maintain an accurate programme of interest groups, including title, content, frequency, venue, day and time and the contact details of the coordinators for website and coffee mornings.
- Obtain registers from the Treasurer on a yearly basis and ensure that all group members are fully paid-up members of the u3a, subject to any policy relating to reciprocal members and visitors which the committee might make.
- Maintain an up-to-date list of visitors to groups and ensure the policy is not abused **NOTE** past members cannot attend as a visitor.
- Reminding group coordinators to check that their group members are current members and keep Beacon record up to date
- Ensure that all group coordinators keep adequate accounts and are following the guidance in the role of a Group Coordinator.
- All group coordinators should be aware of the requirement to report all accidents and the forms sent to the Secretary to file.
- Visit groups on an ad hoc basis

- Ensure groups know the process to request equipment and advise not to use their own. Personal equipment is not covered by u3a insurance.
 - Oversee the production of guidelines for Group Coordinators, to cover amongst other things:
 - venue hire and payment.
 - managing group monies
 - visitor policy and procedure.
 - policies and procedures e.g., Safeguarding, GDPR, Equality, Diversity and Inclusion
 - accident and incident reporting.
 - use of equipment.
 - dealing with problems.
 - group members and communicating with group members
 - Ensure that Group Coordinators have a copy of the guidelines as well as access to or copies of all relevant forms.
 - To be the first point of contact for any queries/problems that might arise in the running of an interest group.
 - To resolve any minor conflicts that might occur in groups, referring more serious matters to the Committee for consideration.
 - To have Coordinator's meetings so knowledge, issues, problems and new ideas can be shared and discussed. Suggested twice a year.
 - To organise an annual meal for Group Coordinators to show appreciation.
 - To advertise 'vacancies' for Group Coordinators when existing one retires.
- To keep an updated list of reciprocal members eligible to attend groups.

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