

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.

MINUTES SECRETARY (can be ex-officio)

- Take the minutes at Committee meetings & AGM, & send draft to Chairman & Secretary for amendment & for Secretary to distribute.
- Present hard copy for approval & signature at next appropriate meeting.
- Ensure that confidential matters are minuted separately, and that all action points are highlighted.
- Pass signed minutes to Secretary for filing

SAMPLE MINUTES

Minutes of u3a meeting
held on Thursday 28th February 1900, 7-9pm

Present:

Chairman..... followed by those present in alphabetical order

Apologies for Absence

Only list those who have sent apologies, not those who have failed to arrive

1. Minutes of the last meeting

The Chairman asks if he/she may sign as a correct record. Any alterations to the wording or errors must be agreed and minuted before the Chair signs them with the date

2. Matters Arising

- a. e.g. 3.2.....
- 5.7.

3. Chairman's Report

4. Secretary Report

5. Treasurer's Report

6. Any other reports the committee deem necessary

7. Agenda items

8. AOB

There being no further business, the meeting closed at (time)

Signed Date

The next meeting is on at, in

NOTE:

Decisions Taken:

Decisions taken must be clear, for example,

It was proposed by Mary Smith and seconded by John Jones that (the matter)
Agreed / Rejected, For ..., Against, Abstained

Action Points:

Must be clearly visible and the person(s) undertaking the action stipulated

Numbering

Minutes are usually numbered from the beginning of the meeting.

Each sub-topic within a section is identified e.g, 3.1, 3.a, or 3.i

Matters Arising

The numbering must follow that of previous minutes

General

Minutes are written in the past tense.

Do not use 'they' or 'we', use the title 'the committee members', 'the Russian Coordinator' for example

Minutes are written in impersonal style to appear objective.

Give thought to the choice of words used to ensure accuracy and avoid ambiguity

A system of checking is needed to ensure that any action agreed is activated so that it can be reported on at the next meeting,

TAKING MINUTES

WHAT TASKS ARE INVOLVED?

- Taking rough notes during the meeting.
- Producing a neat draft.
- Copying and distributing them to the relevant people (Chair & Secretary).
- Archiving past minutes (The Business Secretary keeps the Minutes folder(s)).

TIPS FOR TAKING ROUGH NOTES DURING THE MEETING

- Familiarise yourself with the agenda beforehand.
- There is no need to try to write everything down; concentrate on what has been decided and who has agreed to do what. Keep in mind that you will need to be able to make sense of your notes later.
- If you are not sure what has been agreed, do ask the Chairman for clarification.

TIPS FOR WRITING UP THE DRAFT MINUTES

- Write up the draft minutes from the rough notes as soon as possible; it is much easier to create an accurate and comprehensive summary if the meeting is fresh in your mind.
- The order of items must be the same as the agenda and should be numbered.
- In the interest of clarity use plain English.
- Try to sum up issues rather than including all of the details. A verbatim account is not necessary and whilst brevity is best, the minutes must be a fair and accurate record of the meeting.
- The outcome of a discussion and whether a vote was taken must be clearly indicated, plus who is responsible for any action to be taken.
- In a long discussion, it is adequate to list the points without including who made each one.
- If there is a presentation, you can simply state the name and title without summarising the content.
- Avoid using pronouns (e.g. he, she, it, they) if it would not be clear to what or whom they refer.
- Ensure that sufficient context is given so that someone not present would be able to understand.
- Never use the first person e.g. 'I said...' 'I thought...'. Minutes should be an objective record of what was said.
- Only record what actually happened at the meeting and do not include any information that comes to light afterwards.

AGREEING THE MINUTES

- If the correction is not controversial e.g. spelling of a name, then this can just be noted and the minutes amended.
- If the correction concerns a decision or action, the meeting has the responsibility of agreeing what the correct wording should be.
- Once the minutes have been agreed they are signed by the Chairman.

Review date: May 24 2022