

## **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.

### **PUBLICITY COORDINATOR**

- Identify appropriate places for publicity
- Prepare posters for display, update when necessary, and take down when no longer relevant
- Ensure that there is a regular supply of advertising about the u3a in public places e.g. tri-fold leaflets in Libraries etc.
- Respond to Groups' Secretary and group co-ordinator requests for information to be put on coffee morning noticeboard
- Liaise with Groups' Secretary for any group updates and information

Review date: May 24 2022