

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 so.
- 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.

SECRETARY

- To take overall responsibility for the day-to-day administration of the u3a.
- Act as a liaison between Burton u3a and all dealings with the u3a's National office and other u3a's with reciprocal arrangements.
- To receive mailings from the National Office and to communicate the information to the members of the committee and u3a members as appropriate, using all available means.
- To respond to incoming correspondence and the circulation of information, consulting with the committee where necessary.
- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.
- Ensure all necessary policies and roles are in place, as advised by National Office and yearly reviewed.
- To record all decisions made and policies agreed in a 'Policy and Procedure' notebook and are reviewed yearly.
- To maintain an archive of important documents e.g., AGM minutes, annual reports, past committee meeting minute – as agreed.
- To address any network links queries with networks/other u3a's.
- To book venues for committee meetings and any other business meeting events.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings.
- To ensure the minutes of the previous committee meeting are approved.
- To receive agenda items from committee members and prepare agenda.
- To ensure a quorum is present at each committee meeting.

- To take minutes at meetings (unless there is a Minutes Secretary) and send to Chairman for approval before distribution.
- Receive and distribute minutes to the committee ensuring that confidential matters are minuted separately and that action points are highlighted.
- To make approved committee meeting minutes available to all members by publishing on Burton u3a web site.
- To ensure any queries/comments/complaints from members are considered by the committee.
- Act as one of the signatories for the bank accounts.
- To notify National office of all relevant changes to the committee.
- To act as custodian of the u3a's constitution and the relevant policies and procedure.
- To maintain a file of accident reports.
- To organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- Prepare and distribute the information and paperwork required for the Annual General Meeting in accordance with the constitution and with the AGM timeline.
- After Annual General Meeting to update list of the officers and committee members with names, addresses, telephone numbers and email addresses for circulation and information National office,
- Attend National AGM if possible/vote online if applicable.

Next review December 2022