

## **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.

### **TREASURER**

#### **DAY TO DAY**

- To ensure the highest level of financial transparency and accountability.
- To appraise the financial viability of plans or any proposed strategy and advise the committee on the financial implications and any risks.
- To identify potential financial risks and recommend a course of action to mitigate them.
- To ensure that all the U3A's financial obligations are met quickly and efficiently.
- To ensure that the appropriate accounting procedures and controls are in place within the U3A, in line with the requirements and recommended practice of the charity regulators, so that the U3A operates within a sound financial framework and the committee fulfils its role of custodian of members' money.
- To monitor the budget forecast carefully, warning the committee of any potential issues.
- To maintain a bank account for the U3A which offers the desired facilities as identified by the committee e.g. dual authorised online banking, a debit card etc.
- Act as the main contact and signatory for any bank accounts held by the U3A.
- To ensure the list of authorised signatories is maintained and updated as required.
- To check and reconcile all bank statements as soon as possible.
- To receive and bank all monies.
- To maintain accurate records of all monies received attaching all relevant paperwork.
- To issue receipts for all cash payments.
- To chase up debts promptly.
- To verify and ensure that all expenditure is used exclusively in pursuance of the U3A's charitable objects/purposes.
- To maintain accurate records of all payments with supporting paperwork and a detailed log of online payments.
- To ensure that any grants or funds received for specific purposes are designated as restricted funds and appropriately spent.
- To process all gift aid claims.

The Treasurer should access Gift Aid information directly in BEACON from the Gift Aid declaration form by setting the appropriate date range

- To arrange payment of the Membership Subscription (Capitation) Fee, and other payments such as the magazine and the membership database, if applicable, to the Third Age Trust.
  - To organise the purchase of all U3A equipment as authorised by the committee.
  - To answer questions from members on the U3A's financial position.
  - To prepare regular financial statements and reports for the committee in language which can be easily understood so that informed decisions can be made.
  - To keep financial records, paperwork and correspondence for at least 6 years.
  - To ensure that all the necessary financial controls are in place to safeguard the U3A's assets and achieve financial security.
  - To be responsible for having the necessary financial policies in place to ensure the smooth day to day running of U3A activities e.g. detailed reclaimable expenses.
  - To show authorised accounts paid e.g. hall and venue bookings, speakers' fees etc. and all receipts relating to these.
  - To propose and implement a policy for the management of any property or assets.
  - To give help and advice to Group Coordinators relating to group expenses to ensure that the group is adequately financed and does not become a burden on the main U3A accounts.
- NOTE** that each group should aim to be self-financing. Also that no personal benefit accrues to any individual member, and that any surplus or asset held by the group on dissolution is returned to the U3A

#### **QUARTERLY**

- Pass interest group registers to Group Coordinator

#### **ANNUALLY**

- To oversee the production of an annual budget in line with the U3A's short and long term objectives for approval and adoption by the committee.
- To recommend any changes to the subscription fee and/or other charges that may be necessary to ensure that the financial resources of the U3A meet its present and future needs.
- To develop and implement an appropriate reserves policy to safeguard the U3A's finances and review it regularly taking into account changing circumstances and to avoid an excessive build-up.
- To present year-end accounts for U3A bank accounts with all relevant paperwork to be examined/audited as soon as possible after the year-end and in good time for the AGM.
- To present the year-end accounts at the AGM.
- To ensure that any recommendations from the examiner/auditor are implemented.