

## **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

### **WEBSITE COORDINATOR**

- To upload newsletters and minutes and all other relevant documentation
- To password the minutes and newsletters
- To follow any guidance from SiteBuilder
- To issue passwords to group coordinators who wish to maintain their page
- To issue passwords to members who wish to view committee minutes
- To set up new / remove groups and relevant pages as required
- To keep the website up to date in all general areas

Review date: May 24 2022