

In this digital age, it is the intention of Crawley U3A that the vast majority of its business is conducted via electronic means, either through the use of email or via the Beacon Management System. This helps to reduce running costs and makes the dissemination of information more immediate and relevant. With this in mind, it is expected that all Committee members should be able:

- to send, receive and manage numerous emails and any attachments on a regular basis;
- to produce concise monthly reports for Committee members, and any sub-committee reports as required;
- to produce other documents as required to facilitate discussion by the Committee;
- to regularly access the Beacon Management System for 'read only' information about the running of Crawley U3A.
- to be aware of General Data Protection Regulations (GDPR) and how these affect members, any actions Committee members should take if there is a breach of regulations or a request by a member for disclosure/erasure of personal information

Some Committee members will be required to carry out specific actions using the Beacon Management System and these are shown under the relevant title below.

CRAWLEY U3A

Committee Structure

(C = Committee Role NC – Non-Committee Role)

TITLE

TO INCLUDE

Chair (C)

SUN Rep (NC)

Vice Chair (C)

Hon Secretary (C)

Minutes Secretary (NC)

Hon Treasurer (C)

Assistant Treasurer (NC)

Membership Secretary (C)

Beacon & Data Administrator (NC)

Events Organiser (C)

Speaker Organiser (NC)

Outings Organiser (NC)

RUG GL (NC)

Groups Coordinator (C)

Welfare Support (NC)

Communications (C)

Magazine/Newsletter Editor (NC)

Publicity (NC)

Website Manager (NC)

Floating: Equipment & Storage (NC)

CHAIRMAN (C)

Outline

To chair Executive Committee meetings, AGM, EGM and Group Leader meetings.

1. To chair all Executive Committee Meetings.
2. To chair AGM and Group Leaders' meetings.
3. To liaise with the Honorary Secretary concerning preparation of Agendas for Executive Committee Meetings.
4. To act on any complaints, comments or suggestions from members.
5. To give active support to the Honorary Secretary on any matters relating to Crawley U3A business as and when needed.
6. To take Chairman's action between Executive Committee Meetings as necessary for ratification at the next Executive Committee Meeting.
7. To introduce speakers at Monthly Meetings as necessary.
8. To attend meetings held for new members and speak about the history and background to the U3A.
9. To represent Crawley U3A and speak about U3A when requested by outside organisations.
10. To be familiar with the governance of the Third Age Trust and Crawley U3A Constitution.
11. To regularly access the Beacon Management system for information about the running of Crawley U3A.

S.U.N REPRESENTATIVE (NC)

Outline

To represent Crawley U3A at all SUN meetings and provide feedback to Chair

1. Attend meetings arranged by Sussex U3A Network.
2. To attend meetings on specific issues as decided by SUN e.g. Shared Learning Project and plans for a Quiz.
3. To provide programmes and application forms of SUN Study Days to be distributed with Magazine and to be provided at monthly meetings
4. To provide a report of issues raised at S.U.N. meetings for the Executive Committee.
5. To submit information about SUN and its activities for inclusion in the Magazine.

VICE-CHAIRMAN (C)

Outline

To serve as deputy to the Chairman as required.

1. To serve as deputy to the Chairman as required.
2. To pass to Chairman or Honorary Secretary any complaints, comments or suggestions from members.
3. To be responsible for the provision, overview and reviewing of all Crawley U3A policies and guidance
4. At all times to be aware of and to take advantage of opportunities to give information on U3A to outside organisations as well as members.
5. To attend meetings held for new members on request.
6. To regularly access the Beacon Management system for information about the running of Crawley U3A.

HONORARY TREASURER (C)

Outline

The primary responsibility is for maintaining accurate accounts for Crawley U3A and for presenting these documents to the Executive Committee on a regular basis and to members for approval at the AGM.

1. Maintain accurate records of all receipts and payments, to be presented to the agreed nominated Accountants for Annual Certification purposes.
2. Attend Executive Committee meetings and provide clear and concise reports on current financial activities and status to members
3. To prepare and present the Certified Accounts at the AGM.
4. To receive accounts and monies from Group Leaders or their appointed treasurers and any monies due to Crawley U3A and to pay into the appropriate Bank Account.
5. To reimburse Officers and other members for expenses incurred in carrying out their duties in the activities of Crawley U3A within reasonable time scales.
6. To be the person named to the Charity Commission as the Trustee Correspondent and Signatory.
7. Notify the Charity Commission of any changes to the Trustees of Crawley U3A.
8. To make the appropriate annual Gift Aid claim to the Inland Revenue on behalf of Crawley U3A.
9. To set up and maintain accounts with the appropriate financial institutions
10. To line manage an Assistant Treasurer (if appointed) and allocate suitable task commensurate with the post

ASSISTANT TREASURER (NC)

If required, the post will need to have a definition of tasks agreed between Hon. Treasurer and Committee

HONORARY SECRETARY (C)

Outline

To organize Executive Committee meetings. To respond to all correspondence received for Crawley U3A including Third Age Trust business. To redirect and to disseminate to all committee members for information or action as appropriate. To line manage Minutes Secretary

1. To respond to all correspondence received for Crawley U3A, including Third Age Trust business, using email where possible. To redirect it to a more appropriate person for action or disseminate it to all Committee members for information/action.
2. Executive Committee Meetings:
 - a. Request agenda items and monthly reports from Committee members and then agree agenda with Chairman.
 - b. Collate Committee members monthly reports and email agenda and all supporting documents to Committee members; preferably no later than one week before the meeting.
3. To retain a file copy of all papers for Executive Committee meetings, Group Leaders' meetings and AGM plus any sub-committee reports.
4. To ensure all new members of the Executive Committee are aware of their Trustee responsibilities and sign the Trustees' Declaration on appointment.
5. To give notice of the Annual General Meeting for distribution as per the Constitution and receive proposals and nominations from members for the appointment of the new Executive Committee.
6. To oversee the compilation of the Annual Report and production of all documents for the AGM and to circulate to all Crawley U3A members as per the Constitution.
7. To regularly access the Beacon Management system for information about the running of Crawley U3A.
3. To oversee the work of the Minutes Secretary ensuring consistency and timely production of all minutes

MINUTES SECRETARY (NC)

To report directly to Hon. Secretary

To take the minutes at Executive Committee, Group Leader, AGM and EGMs, to pass written minutes to Chairman for verification and then amend if necessary before passing to Secretary for distribution. Maintain confidentiality at all times

1. Attend monthly Executive Committee Meetings, biannual Group Leaders' Meetings and AGM and any other meetings as requested to take the minutes
2. Submit draft minutes promptly to the Chair for approval
3. Once approved, send minutes to Secretary for distribution

GROUPS CO-ORDINATOR (C)

Outline

To be the point of contact and support for all Group Leaders in Crawley U3A, to ensure that all Group Leaders are aware of the correct procedures and documentation. To secure bookings for all group meetings and include the input of data where appropriate.

To line manage Welfare Support

1. to be the point of contact and support for all group leaders in Crawley U3A
2. responsibility for securing bookings for all group meetings including the input of data where appropriate
3. ensure that all group leaders are aware of correct procedures and documentation
4. entry of dates for all group meetings on the Beacon system
5. provision of reports to Crawley U3A Executive Committee as required
6. liaison with venue providers ensuring that terms and conditions of hire are current
7. arrange twice yearly group leaders' meetings in partnership with Events Coordinator
8. ensure that invoices received from venue providers are correct when checked against Beacon before passing to treasurer for payment
9. provide specific support to group leaders who are not computer literate
10. support for all new groups and the leader(s) including identified training needs
11. To actively support possibilities for new subject groups
12. To receive information and provide support to Welfare Support as necessary

WELFARE SUPPORT (NC)

To report to Groups Coordinator

Outline

1. To be the point of contact to receive information from Groups Coordinator, Group Leaders or members regarding illness/incapacity/death of any Crawley U3A member and offer appropriate support on behalf of the committee and U3A.
2. To research and evaluate any organisations (national or local) that may be of use to U3A members and to disseminate information accordingly to the Committee and members directly or via Groups Leaders if appropriate.
3. To attend COPF (Crawley Older Peoples Forum) to raise profile of Crawley U3A and report back on significant issues
4. To be responsible for providing advice and assistance to those Members with additional needs.

MEMBERSHIP SECRETARY (C)

Outline

To respond to enquiries for membership and requests for information on Crawley U3A. To prepare and issue renewal letters to members and then to receive and process annual renewals including the printing and posting of annual membership cards and updating the database. To line manage Beacon Administrator

1. Respond to enquiries for membership and requests for information on Crawley U3A
2. To process new applications for membership and pay cheques/cash to into the membership bank account.
3. Prepare and circulate renewal letters to all members to an appropriate time scale.
4. To process renewals and update beacon system accordingly.
5. To update members details as and when advised of changes
6. Arrange a New Members meeting in liaison with Events Coordinator
7. Send updated membership address database to Third Age Trust for 'Third Age Matters' magazine as requested by the Third Age Trust.
8. Prepare an article on membership matters
9. To provide support to Database Administrator as required

DATABASE ADMINISTRATOR (NC)

Outline

To report directly to the Membership Secretary. The primary aims of the database administrator are to keep up to date with the changes in the Beacon computer system, to train users of the system and to act as a focal point for our members who may require help and advice about the system

1. To act as the main focal point for communications with the national Beacon team.
2. To perform local back-ups of the data as and when appropriate.
3. To allocate and maintain user roles and privileges for the system.
4. To maintain 'system' information.
5. To act as the local advisor and 'helpdesk' for the system.
6. To train, when relevant, new users of the system.
7. To act as the Crawley U3A coordinator for the Beacon Forum and to check the Forum on a regular basis helping, where possible, to answer queries posted on the Forum by other local U3As.

EVENTS CO-ORDINATOR (C)

Outline

To facilitate all social events organized by Crawley U3A including seasonal outings, monthly meetings and coffee mornings. In the event of group leaders being appointed to the separate branches of this role, to liaise with the appropriate post holder to ensure the smooth running of events

1. To line manage the Speaker Organiser, R.U.G Group Leader and the Outings Organiser offering appropriate support
2. To arrange the bookings for the monthly meetings at the chosen venue and to liaise regarding the required layout
3. Advise Hon. Treasurer of the numbers attending the meeting

SPEAKER ORGANISER (NC)

Outline

1. To identify and engage speakers for the monthly meetings using appropriate paper work
2. To identify the cost of expenses and request cheques from the Hon. Treasurer
3. Confirm the arrangements one week prior to the meeting, providing route and parking instructions
4. Send a letter of thanks to the speaker

R.U.G. GROUP LEADER (NC)

Outline

1. Upon the receipt of requests from Events Organiser, identify enough RUG members to cover the tasks agreed
2. Ensure the engaged RUGs are given information of time, venue and role
3. Organise annual RUG get-together

OUTINGS ORGANISER

Outline

1. To arrange meetings with Outings sub-committee to discuss potential outings and allocation of roles.
2. To identify dates, venues, timings and costs for five outings (two dates for the Spring and Summer Outings and one in the Autumn) open to all members of Crawley U3A.
3. Prepare booking forms and ensure these are circulated with the Magazine allowing adequate time for responses
4. To liaise with tour company, checking availability of selected outings, booking outings and paying deposits.
5. Contact coach company and book transport for outings on selected dates.
6. Receive booking forms checking membership details, cheques etc. and record these details.
7. To provide nominated coach supervisors with list of names and their details including emergency contacts.
8. Liaise with Treasurer regarding banking of cheques and payments to tour and coach company.

COMMUNICATIONS COORDINATOR (C)

Outline

To line manage the magazine/newsletter editor, publicity organiser and webmaster

To oversee communications and publicity for members and potential members, including magazine and newsletter editing and distribution. To oversee collection of material and provision of displays for monthly meetings, public displays and open afternoon. To oversee the holding of stocks, ordering and selling U3A merchandise and to hold copies of Study Day forms in liaison with SUN representative.

1. PUBLICITY (NC)

Collect material and provide displays for events agreed by the Executive Committee:

Order, hold and sell U3A merchandise and publicity.

Hold copies of S.U.N Study Day Forms, for display and distribution as requested.

MAGAZINE/NEWSLETTER EDITOR (NC)

The primary aim of the editor is to prepare the content and arrange for the printing of the magazine and the electronic newsletter which is issued to members with email as required. Both publications are uploaded to the Crawley U3A web site.

Collect items of interest to members, such as monthly meeting reports, important notices affecting members and reports from the various groups editing as necessary.

Prepare the copy for printing.

Liaise with the membership secretary to confirm the total number of copies and inserts to be printed

Arrange printing, providing clear instructions re colours, numbers etc.

Liaise with membership secretary to produce envelopes for members requiring paper copies.

Arrange a session to insert, label and stamp envelopes

Email a copy of the magazine and newsletter to the Webmaster to upload to the Crawley U3A web site

Email members to inform them of the link to the magazine/newsletter on the website

WEBMASTER (NC)

1. To maintain the Crawley U3A website in liaison with the Communications Coordinator and liaise with group leaders, the Executive Committee and other relevant persons regarding content.
2. To put the magazine and newsletter on the website as required.
3. Ensure consistency and relevance of information on the website.