



Governance and Management Handbook

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Introduction

Culm Valley u3a(CVu3a) has a 2 part system to address required roles and responsibilities. The 2 part system involves an Executive Committee and a Management Team.

Not every one holding a specific role within CVu3a needs to be either elected or a Trustee. Our Constitution requires us to have a minimum of 5 Trustees, which must include the roles of Chair, Vice Chair, Business Secretary and Treasurer. The Executive Committee comprises 6 Trustees/Officers who are responsible for overall governance of CVu3a and oversee the activities of the Management Team. The 6 Trustees are elected annually by the CVu3a members.

We acknowledge and understand that there may be individual members who would like to help in some way but do not want any legal responsibilities, i.e. to be elected or a Trustee. These members just want to do whatever it is they are willing to help with. This Governance and Management Structure allows us to include those who are very happy to help out but do not want any form of legal/governance responsibility.

This structure may also attract individuals, who may, in time, agree to be elected to the Executive Committee, having enjoyed their involvement on the Management Team.

From the Culm Valley u3a Constitution

23. Delegation

(1) The trustees may delegate any of their powers or functions to a committee of two or more trustees but the terms of any such delegation must be recorded in the minute book. Such a committee may have additional members who are not also trustees.

(2) The trustees may impose conditions when delegating, including the conditions that:

(a) the relevant powers are to be exercised exclusively by the committee to whom they delegate;

(3) The trustees may revoke or alter a delegation.

The complete CVu3a Constitution can be found on the website.

Structure

An Executive Committee of 6 elected Trustees supporting a Management Team initially of 7 unelected members, although the numbers of members of the management team will remain flexible and dependent on circumstances and/or need.

Culm Valley u3a Members		
Executive Committee	Management Team	Group Organisers
<p>6 Elected Officers</p> <ul style="list-style-type: none"> • Chair • Vice Chair • Business Secretary • Treasurer • Membership Secretary • Groups Co-ordinator • Minute Secretary (unelected) 	<p>7 members</p> <ul style="list-style-type: none"> ◆ Website Administrator ◆ Database Administrator ◆ Newsletter Editor ◆ Events Co-ordinator ◆ Speaker Co-ordinator ◆ Publicity Co-ordinator ◆ Minute Taker <p>Meetings chaired by a member of the Executive Committee</p>	<p>As many as there are Interest Groups (Some Group Organisers may organise more than one group)</p>

Executive Committee:

- Chair
- Vice Chair
- Business Secretary
- Treasurer
- Membership Secretary
- Groups Co-ordinator
- Minute Secretary (Non Executive Trustee/Officer)

All members of the Executive Committee will rotate to chair monthly meetings of the Management Team and feedback to the Executive Committee.

Responsibilities of the Executive Committee:

to oversee all matters relating to the governance of CVu3a, including, but not limited to:-

- liaising with u3a Trust / National Office, disseminating information appropriately
- policy oversight and development
- financial management
- legal and constitutional responsibilities
- oversight of membership matters
- oversight of interest group matters
- oversight of planning and budgeting for activities and events.
- provide support, guidance and input to the delegated Management Team
- management of complaints and grievances.
- create sub/working groups as and when necessary/appropriate
- any other actions to benefit and protect the reputation, membership, finances safety of CVu3a

Meeting Frequency

Usually Quarterly, however "Special" Executive Committee meetings may be held either in person or via the internet, should the need arise.

September	December (Joint)	March	June
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Minutes of Meetings

To be made available to Executive Committee members, Management Team members and members of CVu3a via the website.

Roles and Responsibilities of Executive Committee

[Items in **green** will only become responsibilities when Culm Valley u3a becomes a Registered Charity with the Charity Commission.]

Chair

- Chair committee meetings
- Formulate policies and procedures in conjunction with committee
- Chair AGM
- Attend "external" meetings as and when required

- Chair Special Meetings convened to decide policy
- Introduce Monthly Meetings and liaise with Speaker Co-ordinators
- Oversee all arrangements for elections to the Executive Committee
- Oversee all Executive Committee members roles and responsibilities
- Delegate committee responsibilities with agreement of committee.
- Ensure that all decisions are committee decisions
- Liaise appropriately with all members of the committee
- Chair Management Team meetings on rota system with other members of the Executive Committee

Vice-Chair

- Deputise for the Chair, as required, in all aspects of the role
- Be assigned projects to support the committee and the membership.
- Attend "external" meetings as and when required
- Take part responsibility for some of the Chairs role and responsibilities as required
- Attend Executive Committee meetings
- Chair Management Team meetings on rota system with other members of the Executive Committee

Business Secretary

- Liaise with Chair re arrangements for AGM
- Distribute AGM papers at appropriate times
- Keep copies of insurance certificates and licences
- Submit changes in Officers to Third Age Trust and Regional Trustee
- Attend "external" meetings as and when required
- Send membership fee and max number of members to National office end March
- Receive and circulate office mailings and correspondence from The Third Age Trust
- Ensure Policy and Procedures document/file are kept up to date.
- Identify when Policies and Procedures are due for review and flag up to Chair
- Attend Executive Committee Meetings
- Chair Management Team meetings on rota system with other members of the Executive Committee
- [Guardian of the password for Charity Commission site](#)
- [Update annual report and Trustees after each AGM on Charity commission website.](#)

Treasurer

- To attend the majority of Executive Committee meetings and to assist the Management Team in any financial matters as required.
- Maintain appropriate records for accounting purposes
- Ensure liaison with Membership Secretary for membership fees & renewal fees
- Ensure payments are made for all approved expenditure
 - Expenditure must be approved by at least one other Executive Committee member and in accordance with constitution
- Co-ordinate with Meetings organiser** for the collection of entry fees, and payment to speakers and other meeting transactions and to account for them in the "Books"

- Control bank mandate as directed by the Executive committee and ensure that any AGM changes to Executive Committee are actioned in a timely manner
- Provide quarterly financial reports for Executive Committee meetings, on an ad hoc basis as required, and also to provide an annual report for members at the AGM as instructed.
- When the Culm Valley u3a reaches appropriate size, to identify and work with a suitable auditor to sign off the accounts in accordance with current legislation
- When the Culm Valley u3a applies to become and is duly authorised as a registered charity to ensure that reporting to the Charities Commission is maintained and updated as appropriate.
- If the Executive Committee decides to seek Gift Aid from HMRC, to assist in submitting the application and if accepted to ensure a timely submission for such gift aid on a regular basis.
- Maintain Charity Commission web-site re Trustees, accounts, related

Membership Secretary

- Prospective members
 - Respond to external/initial membership enquiries and related information.
 - Send out membership information and forms or guide interested parties to the relevant page on the website.
- Registered new members
 - enrolment and collection of subs in liaison with Treasurer
 - creation Membership record for new members
 - Inform Groups Co-ordinator of new members records on Beacon
- Update members information, membership renewals and resignations on database as required
- Chair Management Team meetings on rota system with other members of the Executive Committee
- Represent the Executive Committee at alternate Management Team meetings
- Produce and keep updated a list of members eligible to claim Gift aid for the Treasurer
- Report membership numbers at each committee meeting

Groups Co-Ordinator

- Group maintenance
 - Keep Groups under review and trouble-shoot as necessary
 - Organise regular meetings for Group Leaders/Co-ordinators
 - Identify potential group leaders / co-leaders
 - Arrange Christmas lunch for Group Leaders/Co-ordinators
 - Liaise with Group Leaders /Co-ordinators re updates for UPDATE (newsletter) and website
- New Groups
 - Identify potential new Interest Groups
 - Co-ordinate the setting up of new groups
 - Support new groups as they become established
 - Identify potential leaders / co-leaders

- Advise and support potential new Group Leaders/Co-ordinators
- Provide reports and updates for committee as required
- Attend Executive Committee Meetings
- Chair Management Team meetings on rota system with other members of the Executive Committee

Minute Secretary (Unelected Non Executive member)

- Prepare and circulate agenda and related documents for committee meetings within the required time scale.
- Record and circulate minutes of committee meetings and write summary for newsletter
- Send approved minutes to webmaster for website
- Receive and distribute reports of sub-committees or working group and other meetings as appropriate
- Guardian of the Minute Book
- Take and circulate minutes of AGM

Management Team

Purpose:

The Management Team are unelected and have no legally binding responsibilities. Their role is to oversee the day to day practical management of CVu3a and ensure the smooth and effective running of all activities, and effective communication, with members.

Membership – Seven Members.

- Website Administrator
- Database Administrator
- Newsletter Editor
- Events Co-ordinator
- Speaker Co-ordinator
- Publicity Co-ordinator
- Minute Taker
- Member of Executive Committee to Chair monthly meetings

Membership of the Management Team

Finding members of the Management Team could be achieved in a variety of ways including:

- An “advert” in the newsletter explaining the remit and responsibilities and asking interested members to be in contact.
- Approaching individual members and asking them to join the team.
- Announcements at Monthly Meetings (once they have resumed)
- Asking Interest Groups to disseminate information about specific roles to their members

Any member offering to participate in the Management Team will be invited to have a coffee and chat with a member of the Executive Committee. This is to ensure the member

is clear about the role and to answer any questions and/or clarify any issues the member may have.

Involvement:

Ideally we would seek any member happy to join the Management Team for a minimum of one year and a maximum of four years. However we realise we can not have this as an expectation.

Where possible we would ask that a member of the Management Team give at least 2 months notice before stepping down, to give us time, should we need to, to find a replacement. Ideally the Management Team member stepping down may have already identified a possible replacement, or be part of a sub-team and so not require a replacement.

Overview of Responsibilities:

to provide day to day support in the running of Culm Valley u3a including, but not limited to the following:

The Management Team will:-

- plan and manage activities and events, including the monthly meetings and speaker programme
- ensure members are communicated with effectively, regularly and concisely electronically, via social media and where appropriate/necessary by post.
- create and manage a volunteer team to help with arrangements and managing of events and activities including welcoming members and visitors.
- ensure health and safety is managed effectively at all events.
- ensure they are familiar with all Culm Valley u3a Policies and Procedures, these are available on the website.
- ensure CVu3a is promoted effectively within the Culm Valley area, using a variety of promotional tools including social media.
- ensure all monies collected for CVu3a are handed over to the Treasurer directly or paid into the bank on behalf of the Treasurer.
- ensure records of all monies received are kept and made available to the Treasurer once a quarter.
- notify appropriate members of the Executive Committee within an appropriate time frame of issues relating to Membership, Interest Groups, Complaints, Grievances, and any breaches relating to the CVu3a Constitution.

The Management Team **will not:**

- make any decisions which impact on the governance or legal responsibilities of CVu3a
- agree to or undertake any expenditure without first consulting the Treasurer/Executive Committee
- attend any external function, to represent CVu3a without the express agreement of the Executive Committee.
- run any event or activity in the name of CVu3a without prior agreement of the Executive Committee.

- break the law or be in breach of any Culm Valley u3a policies and procedures.

Communication:

As well as communicating face to face, Management Team members will need to be comfortable communicating electronically i.e. using email and Zoom and possibly other communication tools e.g. WhatsApp.

Meetings:

The Management Team meetings will:

- be chaired and supported by a member of the Executive Committee on a rota basis.
- agree regularity, days, times and venues of meetings.
- be minuted and those minutes shared with members of the Management Team and the Executive Committee.
- ensure confidentiality at all times in both written and spoken communications, adhering to the Data Protection Policy
- be attended by one member from each role, where a role has more than one member.

Meeting frequency

Monthly or bi-monthly to be agreed by members of the team or requested by the Executive Committee.

Minutes of Meetings

To be made available to Executive Committee and Management Team members.

Joint Meetings

Both the Executive Committee and Management Team will meet together in December for a short meeting and a lunch.

A joint meeting may be called by the Executive Committee at any time, if considered necessary.

Roles and Responsibilities of the Management Team:

Database (Beacon) Administrator

Responsible for:

- assigning access rights to members of the Executive Committee and Management Team as appropriate.
- advising on the reviewing and updating of the Data Protection Policy.
- extracting information from the database by request.
- liaising with Membership Secretary and Groups Co-ordinator on ensuring all membership details are up to date.
- backing-up and saving of data.
- providing statistics and data as required.
- providing reports and updates for Management Team and Executive Committee as required.
- advising Executive Committee on any breaches relating to the database.

- keeping Executive Committee and Management Team updated on new developments relating to the Beacon System and providing training if and when required.

Website Administrator

Responsible for:

- ensuring website is kept up to date and that all information is current and factually correct.
- website development, content, management and maintenance.
- web-related and other technical advice.
- monitoring access to website pages and providing a quarterly report to the Executive Committee.
- liaise with Membership Secretary and UPDATE (Newsletter) Editor re updated content for website.
- advising Executive Committee on any breaches relating to the website.

Publicity Co-ordinator

Responsible for:

- creating database (Social Media, Local Magazines and other publications) of all possible contacts to send publicity to.
- providing appropriate and correct publicity about the CVu3a raison d'etre, activities and events
- ensuring Facebook page is kept up to date.
- familiarising self with publicity materials available from u3a Office website.
- sending out regular updates to all publicity contacts.
- sending out news of special events and National u3a Day.
- providing reports and updates for Executive Committee as required.
- ensuring that developments of all new publicity materials are signed off by Executive Committee BEFORE printing.

Speaker Co-ordinator

Responsible for:

- researching, planning and booking appropriate speakers for monthly meetings, including agreeing payments (within budget requirements), arrival time, topic and duration of speaking session.
- welcoming speaker on arrival, assisting with setting up/providing anything required by speaker.
- Introducing speaker to Chair before the meeting.
- liaising with Treasurer re payment of booked speakers.
- oversee the monthly meeting refreshments and refreshment serving team.
- arrange Christmas coffee/cake for monthly meeting refreshment serving team.

Newsletter Editor

Responsible for:

- ensuring all relevant officers and others submit timely information by deadlines.
- creating and editing monthly newsletter.
- ensuring all information contained in the newsletter is correct, appropriate and timely.

- uploading newsletter to website or liaising with Website Administrator to ensure this happens.
- emailing link and a copy of latest newsletter to all members.
- printing off a number of hard copies for monthly meetings.
- providing reports and updates for committee as required

Events Co-ordinator (Including the Monthly Meeting)

Responsible for:

- co-ordinating all aspects of setting up and clearing away for monthly meeting
- ensuring that a responsible person collects entry fees, membership fees (Usually the Membership Secretary), book club income, and any other ad hoc funds; and that funds (less any fees paid out on the day) are passed to the Treasurer for banking and accounting or pays the funds directly into the bank account, providing the Treasurer with details for accounting purposes.
- liaising with Speaker Co-ordinator and others involved in specific tasks on the day.
- ensuring all aspects of/for an event are addressed in a timely and pro-active way, and providing a budgeted event plan to the Executive Committee for approval BEFORE work on an event starts.
- liaising and communicating effectively with all appropriate colleagues on both the Management Team and the Executive Committee throughout the setting up of a specific event.
- ensuring any Health & Safety issues are highlighted and addressed, including the writing of a Risk Assessment.
- liaising appropriately about progress, challenges, needs and successes during the run up to an event.
- ensuring all post event reviews and actions are completed.

Minute Taker

Responsible for:

- Prepare and circulate agenda and related documents for Management Team meetings within the required time scale.
- Receive and distribute reports of sub-committees or working group and other meetings
- Record and circulate minutes of team meetings
- Send approved minutes to Executive Committee.

Sub-Teams

A sub-team is a team relating to a specific role of the Management Team. This comes about when more than one person is in a role e.g. Newsletter. It may be that 3 or 4 individuals are part of a sub-team and must agree about who attends each Management Team meeting.

A sub-team may meet together to discuss their specific role and responsibilities and to decide who does what, when.

A sub-team may choose to have a lead person, or not, it is entirely up to each sub-team.

All plans created by a sub-team must be presented to the Management Team before being implemented. It may be the case that a sub-team plan needs to be agreed/approved by

the Executive Committee before it can be implemented. This will be decided by the Management Team.

As CVu3a develops it is possible that roles and responsibilities may change. It is also important to understand that roles may change and develop depending on the skills and expertise of individuals in specific roles.

Sue Hooper-Lawrie
Chair
Culm Valley u3a
December 2020