

Dulwich U3A - Job descriptions of Executive Committee

We are all Trustees of the charity

We share joint responsibility to ensure that we comply with the requirements of the Charity Commission.

We are responsible for ensuring that our U3A is run under fully accountable financial control and are obliged to prepare and submit examined annual financial reports.

Under our constitution we resign at the Annual General Meeting, we can be elected again but the maximum service is six years.

Being a **Committee Member (Trustee)** involves:

1. Attending about eight meetings of the committee a year.
2. Contributing at those meetings to discussions and decision-making.
3. When ready, taking on one of the many roles needed for the smooth running of the organisation.
4. Take part in sub committees.
5. Take an active part in helping new members get the most out of the organisation.
6. Participating in the annual meetings with group co-ordinators.
7. Assisting with other tasks as and when required.
8. Attend some monthly meetings to help with logistics and to meet members.
9. Attend some new members meetings.

Note: Committee members can also be co-opted but they are not Trustees.

Chair Role

1. Chair General Meetings, Annual and Special General Meetings, Committee Meetings and Coordinators Meetings.
2. Set and approve the Agenda and frequency for all Meetings as above, taking account of representations from members, both within and outside the Committee.
3. Seek to ensure that the aims and objects of the U3A, as set out in its branch Constitution, are upheld.
4. Liaise with Secretary, Treasurer, Membership Secretary, Newsletter Editor, Committee members, Group Coordinators, general members, as required.
5. Liaise as required with the Third Age Trust and other U3As, especially with developments in the London Region.
6. Act as a signatory on U3A cheques, along with Secretary and Treasurer (two signatures from three required).
7. Develop a vision for the D&D U3A within its locality, positioning its activities alongside other local societies and institutions, seeking collaboration and developing opportunities.
8. Take a lead in developing the D&D programme of Monthly Meetings in collaboration with the committee and membership, to reflect their interests.
9. Attends some new members meeting.
10. Act as a Trustee, along with all elected Officers and Committee members.

Treasurer Role Description

1. Open and operate a bank account/accounts, including recommending and where necessary signatories, (generally 3 people with two to sign). Account / Savings Account, as appropriate.
2. Look after all incoming and outgoing financial transactions within the U3A, including income (from subscriptions, general and group meetings, events) and outgoings (agreed expenses, external payments including those to national office), retaining appropriate documentation.
3. Maintain accurate and sufficiently detailed financial records in accordance with requirements of Charity Law.
4. Report to the committee on finance at each meeting.
5. Prepare and present annual accounts for perusal by the Independent Examiner then to members for approval at the AGM.
6. Prepare a budget plan annually.
7. Recommend the level of subscription to be paid by members.
8. Liaise with the Membership Secretary regarding members subscriptions and Gift Aid.
9. Apply to HMRC for implementation of Gift Aid repayments.
10. Ensure the committee has agreed appropriate procedures for the handling of financial matters.
11. Act as a Trustee, along with all elected Officers and Committee members

Secretary Role Description

1. Liaise with Minutes secretary to ensure accurate minutes of all meetings are taken stored and distributed as appropriate.

2. Liaise with Chairman on Agenda for Meetings and distribute to members/Committee/Coordinators as appropriate.

3. Liaise with Chairman, Treasurer, Membership Secretary and Committee on administrative matters.

4. Receive U3A mail from Third Age Trust and other bodies and respond as required.

5. Conduct correspondence on behalf of the U3A as required and ensure records of U3A business are maintained and forward records to archivist as/when appropriate.

6. Act as a signatory on U3A cheques, along with Chairman and Treasurer (two signatures from three required).

8. Support the Annual General Meeting by preparing nomination papers for the election of officers; recording minutes of the meeting – reviewed and distributed as for Committee minutes above; contributing to the Trustees Annual Report

9. Review changes to the Third Age Trust Advice Sheets and D&D U3A Policies and Guidelines deemed by the Committee to be in the ownership of this position and propose adoption / modifications as necessary.

10. Liaise with newsletter and webmaster editors to ensure members are informed of all activities.

11. Coordinate communication with members via website, email and Mail

12. To maintain Communication with outside agencies to publicise U3A activities.

13. Act as a U3A Trustee, along with all elected Officers and Committee members