

DUNELM U3A COMMITTEE FUNCTIONS

Chairman

The Chairman, together with the Secretary, will decide on an agenda and must be well informed on all the issues to be discussed and their relative importance and aware of where decisions are needed. The Chairman holds a key position during the meeting and should have a strong enough personality to keep control of the meeting and to be able to deal firmly, fairly and tactfully with disruption or aggression. It should be remembered that all decisions must be committee decisions and that the Chairman has no special executive powers other than those stated in the constitution.

Tasks:

- To maintain the charitable objectives/purposes of the U3A.
- To preserve order at meetings (all members must address their remarks via the Chairman and not directly to the person).
- To ensure the correct procedure is followed.
- To guide the discussion in a positive manner, all the time assuming a neutral role.
- To allow different points to be expressed.
- To encourage participation from all members in discussion and decision-making, especially the quieter ones.
- To stick to the agenda and avoid side-tracking.
- To remain calm when strong feelings are expressed.
- To draw discussions to a conclusion and to summarise fairly the arguments "for and against" an issue.
- To ensure that decisions are followed through, often in conjunction with the Secretary.

Vice Chairman

One of roles of a Vice Chairman is to deputise for the Chairman and so he/she will need to be familiar with all necessary procedures and able to assume responsibility at short notice, if required to do so.

Secretary

The Secretary is usually the committee organiser and more often than not, the person most involved in the practical running of the U3A. He/she keeps the wheels of the organisation turning. The Chairman and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential.

Tasks:

- To keep the Chairman well informed as correspondence is often addressed to the Secretary.
- To construct the agenda for the meetings with the Chairman.
- To send out agendas with relevant discussion papers in good time.
- To convey decisions taken to the people who may be required to take action.
- To take action as required following the meeting.
- To deal with correspondence following discussion with the Chairman.
- To maintain full and accurate files including minutes.
- To be the point of contact and reference between meetings.
- To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership.
- To take fair and accurate minutes of the meeting and, having agreed them with the Chairman, circulate them to the committee for approval at the next committee meeting.

Treasurer

The Treasurer is responsible for the efficient handling of all the financial affairs of the U3A. If a committee is handling money i.e. receiving it and paying it out, it needs a Treasurer.

Tasks:

- To organise the operation of a bank account or bank accounts in accordance with the wishes of the Committee.
- To make a recommendation on cheque signatories for committee approval.
- To ensure that strong financial management procedures and internal controls are in place.
- To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities.
- To report to the Committee on finance at each meeting.
- To prepare the statement of accounts for examination and presentation to the AGM.
- To prepare a budget annually.
- To recommend the level of subscription to be paid by the members.
- To pay approved invoices.

- To pay agreed expenses (it may be necessary to devise an appropriate claim form).
- To keep all receipts.
- To recommend an appropriate level of reserves.
- To set out and agree policies for reimbursement of expenses, petty cash floats etc.

Committee Members

In addition to the officers, there are committee members who will carry out other important and defined functions, for example:

Membership secretary – Processes membership applications and renewals.

Speaker co-ordinator – In consultation with the committee, arranges the Speakers for the monthly meetings.

Groups' co-ordinator – The committee contact for Group Leaders and new Group proposals.

Co-opted Members

Committees have the power to co-opt. This means that the committee may invite other people who have not been elected to join until the next AGM and they have the same status and responsibilities of elected trustees. It is a facility to ensure that a committee has the necessary skills and expertise and to replace a member who has to leave the committee. It is important to remember that everybody on the committee has the role of a trustee.

Other activities carried out by various Committee Members or Delegated:

Publicity

Notice Boards

Recruitment

News Letters

Web Site Maintenance

Beacon (Database management & training)

Get in Touch

Refreshments at the Monthly Meetings

12/01/2019