

Your U3A committee – roles and responsibilities

Our committee currently has three OFFICER members and five NON-OFFICER members

The officers are:

The Chairman
The Secretary
The Treasurer

The other members or roles are:

Deputy Chair – currently vacant
Groups Coordinator
Assistant Treasurer – currently vacant
Events coordinator
Membership Secretary
Newsletter Editor
S.U.N. representative
Webmaster – dual role

The committee may also co-opt other members and set up sub-committees as necessary.

We work as a team and meet a minimum of four times a year. 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

Our Constitution ensures that no committee member can stay on the committee for more than six years, and no more than three years in any one role (except for the Treasurer)

We resign at the Annual General Meeting and, subject to the above, a new committee is appointed.

Our committee has three OFFICER members. The officers (2018-19) are:

The Chairman John Wells
The Secretary Anne White
The Treasurer Mary Hamilton
All three roles are vital.

Other committee roles

- **Membership Secretary.** The secretarial role is demanding and to simplify matters we have separated out the role of Membership Secretary – now filled by **David Paterson**, who has been co-opted on to the committee. The Membership Secretary becomes extremely busy at renewal time
- **Assistant Treasurer.** To assist and deputise for the Treasurer – role currently vacant.
- **Events coordinator.** Looks after social events and allied affairs. A change of role for Danielle Clarke

- **Groups Coordinator.** Our 60 Group Leaders are absolutely key to East Grinstead U3A. To ensure smooth communication with them, the Groups Coordinator – currently Marianne Greenwood – is in post.
- **Newsletter Editor.** Regularly throughout the year we communicate with our 800 members via the Newsletter. This is received either by post or email, and is always visible on the website. **Mike Kilfiger** pulls together and edits the newsletter.
- **S.U.N. representative. Georgina Rolls acts as our representative with the Sussex U3A Network.** She is also responsible for ensuring that we focus on educational matters. Georgina is being replaced by **Susan Hodgson** who is currently co-opted to the committee
- **Webmaster and IT support. John Wells** doubles up as Webmaster, keeping our website as up to date as possible and ensuring that all Group Leaders are able to update their own web pages

Tasks of the committee

Chairman:

To maintain the charitable objectives/purposes of the U3A.

To chair all meetings of the Executive Committee; the Annual General Meeting and any Special General Meetings.

To ensure that at least four Committee meetings are held each year

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.

To plan for his/her successor and to encourage shadowing for other committee members

Secretary:

Request items for the draft Agenda from Committee Members

Prepare the draft Agenda for Committee Meetings and send to the Chair for approval

Distribute the final version of the Agenda

Take Minutes at Committee Meetings

Send Minutes for approval to the Chair and distribute the final version to the Committee

Keep Minutes and Committee Member Reports, if provided, filed securely and in date order

Communicate with TAT on behalf of the Committee

Keep the Committee updated regarding communications to and from TAT
Send out general emails to the membership via MailChimp, updating MailChimp before issuing emails
Investigate bounces and unsubscribes reported by MailChimp
Keep copies of insurance cover notes: insurances automatically provided by TAT: Public and Products Liability, Tour Operators Liability, PPL licence, MPLC licence. NOT automatically provided: Copyright Licence
Send any invoices received from TAT to the Treasurer
Book venues for Enrolment Day and the AGM - liaise with EGTC regarding use of the premises - kitchen, crockery, cutlery, chairs, tables Deal with correspondence on behalf of the Chair and Committee as required
Ensure, along with the Chair and Committee that policies and procedures are kept up-to-date
Respond to member enquiries when sent directly to the Secretary
Liaise with the Chair, to ensure that all documentation relating to the AGM is correct
Distribute the Agenda, Minutes of the preceding year's AGM and other relevant documentation to the Membership
Take Minutes at the AGM

Membership Secretary:

Answer queries regarding membership from new and existing members.
Maintain membership master data including deletion of membership data for members not rejoining.
Issue membership cards on receipt of payment
Chase up outstanding payments or delayed renewals.
Ask Group Leaders to check and confirm group membership payments (from membership cards)
Update member records with group(s) membership(s)
Pass subscription payments to the Treasurer for banking
Check compliance with the General Data Protection Regulation.
Keep a current record of Gift Aid declarations. Remove declarations where now declined or not rejoined U3A
Advise HMRC of GA contributions in conjunction with the Assistant Treasurer.
Inform the Third Age Trust of the Third Age Matters quarterly numbers and addresses.
Keep a hard copy of membership forms for the current year and shred old membership forms.
Attend monthly meetings.
Attend enrolment day and issue membership cards (with assistance).

Treasurer:

To organise the opening and 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.

Assistant Treasurer:

To manage the Social Events Account:

Theatre Trips, Quizzes, Holidays, Day Trips, Lunch Groups, Christmas Lunch and BBQ

Bank monies received for social events

Ensure an income and expenditure statement is received from event organisers

Ensure expenditure for such groups does not exceed income

Keep an income and expenditure account

Ensure all accounts which are electronically saved are secure

Receive annual subscriptions from those Group Leaders who collect these. Pay expenses as requested by the Group Leaders. Keep a record of all these transactions in individual Kitties

Keep a note of personal expenses for claiming - the Assistant Treasurer and Treasurer cannot sign the same cheque for their expenses

Prepare a monthly bank reconciliation when statements are received from HSBC

Prepare a statement of End of Year Accounts at August 31st

In September, check the accounts and print off spreadsheets for the Auditors together with all relevant paperwork, for the End of Year Accounts for the AGM in November.

Groups Coordinator:

To act as first point of contact for Group Leaders

Meet with every prospective Group Leader to go through relevant paperwork forms e.g. Attendance Fee Forms to be sent to the Treasurer

Print off and keep a supply of forms to send/give to Group Leaders on request

Keep a supply of SAEs for Group leaders to send re their attendance fees to the Treasurer

Attend as many monthly meetings as possible. Talk to people. Find out if they have a particular passion which could result in them starting their own group

Organise the Annual Group Leaders' Meeting and Lunch. This involves finding venues which incorporate a meeting room, theatre style, for a minimum of 60 people to include restaurant accommodation within the price of the meeting room hire. (Budget not over £1000. Liaise with catering to be able to offer 3 main courses, 3 desserts + vegetarian option.)

Get all menu choices for the Lunch and inform the venue two weeks beforehand of numbers and choices

Organise Enrolment Day: establish which Group Leaders need a table. Liaise with EGTC re layout of tables and chairs for the main room and the foyer

Prepare group names for tables at Enrolment Day and place them on the tables on the day. Provide a table plan for display at the event

Deal with Group Leader queries as they arise

S.U.N. Representative:

To attend the Reps' Meeting at Adastra Hall, Hassocks

To attend the AGM

To represent the views of the EG U3A

To share knowledge and experience with other U3As

To collect information about Study Days

To disseminate this information amongst the members of EG U3A

To promote events and workshops run by SUN

To report back to the EG U3A Committee

Newsletter Editor:

To produce a Newsletter every quarter to keep the membership informed about current activities and provide necessary information. Regular features may include:

Chair front page address, dates for your diary, news from Group Leaders, accounts of outings from members and relevant experiences within their groups, Committee discussions and decisions

Order stationery supplies needed for production of the Newsletter

Order stationery supplies for use by Committee Members

Arrange proof-reading of the Newsletter by a professional proof-reader

Distribute the draft version to the Committee before sending to members and edit accordingly

Arrange printing of the final version

Advise the person responsible for posting the Newsletter of the delivery date of copies

Provide envelopes and stamps for postage

Send a PDF copy of the Newsletter to the Membership Secretary for e-mailing to members

Send a PDF copy to the Webmaster for uploading onto the website

Really Useful Group. Organize refreshments and helper teams for Speaker Meetings at the Meridian Hall