

Your U3A committee – roles and responsibilities

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

The officers are:

- The Chairman
- The Secretary
- The Treasurer

The other members are:

- Groups Coordinator
- Events Coordinator
- Membership Secretary
- Newsletter Editor
- S.U.N. representative

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 are:

- The Chairman
- The Secretary
- The Treasurer

All three roles are vital.

Membership Secretary. The secretarial role is demanding and to simplify matters we have separated out the role of Membership Secretary, who becomes extremely busy at renewal time

Events coordinator. Looks after social events and allied affairs.

Groups Coordinator

Our 45 Group Leaders are absolutely key to East Grinstead U3A. This is a role to ensure smooth communication with Groups.

Newsletter Editor

Regularly throughout the year we communicate with our members via the Newsletter. This is received either by post or email, and is always visible on the website.

S.U.N. representative

Represents East Grinstead U3A with the Sussex U3A Network. The S.U.N representative is also responsible for ensuring that we focus on educational matters

Webmaster and IT support

Keeps our website as up to date as possible and ensures that all Group Leaders are able to update their own web pages. Is also available to assist with any IT-related problems

Tasks of the committee

Chair:

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

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 the secure Access database including deletion of membership data for members not rejoining.

Issue membership cards on receipt of payment

Chase up outstanding payments.

Ask Group Leaders to check and confirm group membership payments (from membership cards)

Pass subscription payments to the Treasurer for banking

Check compliance with the General Data Protection Regulation.

Edit the website for items relating to membership in conjunction with the Webmaster.

Send out general emails to the membership via MailChimp, updating MailChimp before issuing emails

Investigate bounces and unsubscribes reported by MailChimp

Keep a current record of Gift Aid declarations. Remove declarations where now declined or not rejoined

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.

Events Coordinator:

To manage the Social Events Calendar:

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

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 Adastral 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

