

## **East Berwickshire U3A Committee Roles**

### **Chair**

Organise committee meetings, compile the agenda and any papers, and chair committee meetings and the AGM.

Ensure that EBU3a is run in line with the existing constitution, TAT guidelines and Charity rules.

Ensure its continuation through discussing and implementing new ideas and activities, future planning and recruiting and supporting trustees.

Prepare a Chair's report for the AGM.

Keep records of meetings and documents relating to the local u3a and provide a handover to the new chair.

Speak about events and activities at open meetings and elsewhere as necessary, including attending events and activities to promote the local u3a.

Attend network, regional and national meetings as appropriate.

### **Vice Chair**

Primarily, as required, deputise for the chair at committee and other appropriate meetings. This requires understanding the key roles of the chair as well as the roles of other committee members.

NB the role is a flexible one \*.

Working with Chair and trustees to ensure effective management of EBU3A.

Working with Chair and trustees to ensure appropriate liaison with wider network of U3As and u3a activities.

(e.g. u3a Scotland; AIUTA; u3a Summer School; u3a: Online across Scotland; )

Working with Chair and trustees to keep abreast of current information and activities within the networks and communicate these to committee and members where appropriate.

Work with the Chair and Committee to identify, plan, organise and produce Special Events or Activities, including attendance at appropriate u3a Events.

Act as contact for EBU3A.

Uphold the constitution of the u3a.

\*Additional responsibilities include managing and updating the EBU3A Facebook Private Group; and the Public Page, supplying photographs, images and information for EBU3A website and promotion of u3a and EBU3A on appropriate social media.

**Treasurer**

Collect and keep an account of all monies received and paid.

Pay monies received into the appropriate account (Treasurer's, Reserve or Social Account) and attend to any change in signatories.

Pay all invoices, usually by BACS or cheque.

Prepare the accounts and Annual Report for presentation to the independent examiner for approval.

Keep the information held by OSCR up to date.

Attend Trustee meetings and report the current financial situation and consider the financial implications of their deliberations.

**Group Coordinator**

Advise Group Leaders in the setting up and running of their groups.

Maintain up to date information about groups and supply relevant information to webmaster.

Make available relevant documentation for Group Leaders.

Arrange accommodation for groups as required.

Organise Group Leader Meetings twice a year.

Attend Trustee meetings.

**Membership Secretary**

Responsibility for managing membership details through use of Beacon.

Sending out emails and letters to all members re AGM and enrolment.

Presenting information to trustees regarding membership numbers and other information as required.

Attending monthly trustee meetings.

Advise u3a of any changes to trustee/constitution.

Advise TAT on members who take magazine.

**Minute Secretary**

Take the minute of committee meetings and circulate to chair/committee.

### **Open Meeting Speaker Organiser**

Joint organisers meet up and discuss ideas for potential speakers and decide which speaker each organiser will contact. There are seven open speaker meetings a year (Oct-Apr)

Each organiser contacts their allotted speakers (using the email format used previously for this purpose)

When a speaker and date have been arranged this is then put on the calendar to prevent double booking

About two weeks before a meeting the speaker is contacted (using the email format used previously for this purpose) to confirm their booking and advise what facilities are available at the hall

After the meeting a thank you email is sent to the speaker