

Chairman – Job Description

1. To send out a reminder and information to members on email a week before the Monthly Meetings.
2. To conduct Monthly Meetings by giving out announcements and asking if there are any other announcements to be given by others, such the Groups Co-ordinator, the SUN Representative, etc.
3. To ask the Speakers' Secretary to introduce the speaker.
4. To contribute to the quarterly newsletters.
5. To chair the Executive Committee meetings up to 6 a year.
6. To appoint sub-committees as necessary for specific tasks thereby reducing the workload of the main Committee and to put their findings to the Executive Committee meeting for review and approval.
7. To chair the Annual General Meeting, any Extraordinary General Meeting or any other General Meeting.
8. To participate in any Group Leaders' meetings.
9. To represent the interests of the Eastbourne Meads u3a by attending other meetings as required, such as the SE u3a Forum Conference or National u3a Conference.
10. To assist other members of the Executive Committee and to give final approval or decisions, as appropriate.
11. To assist and contribute to the Eastbourne Meads u3a as required, such as reviewing the Constitution or any new procedure or any health and safety issue, by giving final approval.
12. To assist with recruitment of new members and to help find new committee members.
13. Charity Commission: To complete the Trustee's Annual Return after the AGM and to send it to the Secretary for archiving. It is not required to be sent to the Charity Commission (CC) unless requested by the CC.

Treasurer – Job Description

1. To maintain a set of accounts for the Eastbourne Meads u3a in a form acceptable to the Committee, the Examiner of Accounts and the Charity Commission.
2. To prepare a statement of accounts for each Committee meeting.
3. To manage accounts of any interest groups using public accommodation.
4. To ensure correct signatures are on all authority documents required by the banks.
5. To ensure that no account goes overdrawn in accordance with Charity Commission rules.
6. To deal with any extraordinary payments as the Committee permits.
7. To monitor expense claims from the Committee and sub-committees.
8. To make available to the independent Examiner of Accounts all transaction records, bank statements & vouchers in sufficient time for the accounts to be signed ready for the AGM.
9. To prepare a statement of accounts for the Annual General Meeting.
10. Gift Aid. Liaise with Membership Secretary to maintain records of all members participating in this scheme and to claim Gift Aid from HMRC in a timely manner.
11. Charities Commission. Complete Annual Returns before deadline and update Trustees details.
12. Provide guidelines for any section of Eastbourne Meads u3a that handles money.
13. To book the church hall (currently Victoria Baptist Church Hall) for Monthly Meetings and any other extra event, as required.
14. To inform the Chairman/Committee of any changes to the monthly meeting dates or venue, such as moving into the church itself.

Secretary – Job Description

1. To work with the Chairman, assisting with various tasks or issues and/or assisting with correspondence as directed and when required.
2. To assist the Treasurer and other Executive Committee members with any information as may be required.
3. To draft and send out to the Committee, the final Agenda, the Reports from the Committee and the Minutes of the last meeting (prepared by the Minutes Secretary), for Committee meetings, up to 5 or 6 meetings a year.
4. In the absence of the Minutes Secretary, to take the minutes at a Committee meeting, Annual General Meeting or Extraordinary General Meeting, if required.
5. To be responsible for sending to Membership Secretary the Notice of an Annual General Meeting at least 21 days beforehand, including the Agenda, Minutes of the last meeting, Final Accounts examined, and Nomination forms to be sent out to all members.
6. To make sure the correct procedures are carried out at an AGM or EGM.
7. To keep records of the approved and signed minutes of all meetings, the Eastbourne Meads u3a Constitution, job descriptions of the Committee's roles - updating as necessary, - committee members' service and certain correspondence by email or post. Records should not be kept more than 5 years on file unless directed by the Chairman.
8. If the Constitution needs to be amended, an EGM will take place and once this is approved, then a signed copy, by the Chairman and Secretary, is sent to the Third Age Trust, the Charity Commission and one kept on file.
9. With the assistance of the Chairman and/or another committee member, to keep the General Data Protection Regulations and Privacy Policy up to date, in association with the Third Age Trust. To be permanently located on the Members' Page of the Eastbourne Meads u3a website.
10. To be the liaison with the Third Age Trust in receiving up to date information and directives from them either by email or by post and to pass onto or inform the Officers and the Executive Committee as appropriate.

11. To communicate with the Third Age Trust, if necessary or as required, for information, or verification on issues, and the order of diaries, etc.

Minutes Secretary – Job Description

1. To take succinct and accurate minutes of Committee meeting EGM's and AGM's.
2. To transcribe the minutes and send a draft to Chairman and Secretary.
3. To correct any errors and omissions and when finalized send to the Chairman and Secretary who will circulate to other members of the Committee prior to the next meeting.
4. To note and correct any further errors and omissions as agreed at the following Committee meeting.
5. For EGM's and AGM's, to note and correct any further errors and omissions agreed at the following full membership meeting.

Membership Secretary – Job Description

1. Keep an up-to-date record of the current membership using the Beacon software, keeping it password protected according to GDPR.
2. Prepare the Membership Application Form yearly. Process applications for membership using the Beacon software.
3. Send out any documentation as required to those without an email account.
4. Email Yellow Sheet each term to all those on email and print and mail copies to those without.
5. To liaise and /or assist Group Leaders as appropriate, if it is found that certain members are attending a Group or Groups without having renewed or joined the Eastbourne Meads u3a as per the register returns, bearing in mind the privacy rules relation to the disclosure of private details.
6. To check whether they are a member of another u3a including another Eastbourne u3a which will affect the membership fee.
7. To liaise with the Treasurer regarding members' subscriptions (cheques) as necessary.
8. To supply the Eastbourne Meads u3a database to the printers of the Third Age Matters publication 4-5 times a year, as detailed by the Third Age Trust for distribution to members, taking note that not every member has requested a magazine.
9. To prepare the Attendance Register at monthly meetings, the AGM or any EGM and to inform the Registrar of any new members or guests expected at those meetings.
10. To report the current membership numbers at the Committee meetings and at the AGM.

Groups' Coordinator – Job Description

1. To give advice, help and support to Group Leaders (Organisers of Groups) whether in setting up or in the running of these Groups.
2. To be a spokesperson on the Committee for the Group Leaders (GL).
3. To maintain email addresses for all group leaders and ensure group emails are always blind copied (Bcc) per GDPR privacy.
4. To network and encourage, at every opportunity, ideas and suggestions for new group leaders and groups, especially at new member/Monthly Meetings and potential new member enquires.
5. To respond to email enquiries sent to Groups' Coordinator (GC) via Eastbourne Meads u3a website.
6. To support the new GL by email, telephone and face to face.
7. To give a new GL the written Start-Up Guidance Procedure, which outlines the Yellow Sheet (Programme) and Website requirements etc.
8. To help GLs organise their thoughts, produce a sign-up sheet plus flyers to promote their group at monthly meetings or through the Chairman's pre-monthly meeting email to online members.
9. To advise on home or outside venue with parking and public transport accessibility.
10. To ensure members pay the outside venue hire cost for the term, (if applicable) even if unable attend, as the Treasurer pays all fees.
11. To let GL with leadership skills, set-up their own group's activities.
12. To identify a new group leader, GC arranges a meeting with those interested to determine the new group's format and leader.

Yellow Sheet Co-ordinator (Programme) – Job Description

1. To liaise with all Group Leaders, each quarter, by email, for dates of the next group meetings for the Autumn/Winter, Spring and Summer terms, and to monitor any changes such as email addresses and telephone numbers in conjunction with the Membership Secretary and the Groups' Co-ordinator to document any changes, additions or stoppages of groups.
2. To update the "Yellow Sheet" accordingly each term with any changes/amendments, marked with a Version Number and date of each term.
3. To send to the Website Co-ordinator (PDF copy) to forward to the WebMaster to upload to the Members' page of Eastbourne Meads u3a website who will password protect in accordance with GDPR. CC to Groups' Co-ordinator who also updates Beacon.
4. To send to the Membership Secretary (who will require both WORD and PDF copy) for distribution to the membership, (PDF copy only). Printed copy for those via post. A small quantity of hard copies will be required at the Monthly Meetings.

Website Co-ordinator – Job Description

1. To receive items for the Eastbourne Meads u3a website from Group Leaders and committee members via email, checking whether suitable, (spelling / grammar), before sending by email to the WebMaster.
2. To receive updates for the Groups' pages, as necessary and send to WebMaster.
3. To ask the WebMaster to create a new Group's page, when necessary, as advised by the Groups' Co-ordinator or new Group Leader.
4. To receive the programmes from the Yellow Sheet Co-ordinator covering the three seasons, i.e. Spring, Summer and Autumn/Winter and to receive any amendments during those seasons and send to WebMaster.
5. To update the Latest News page periodically and send to WebMaster.
6. To receive updates of the TAT Study Days or any other article of interest to circulate to the Membership in conjunction with Chairman.
7. To receive from the Speakers' Secretary the future speakers for monthly meetings which are displayed on the Events page, and send to WebMaster.
8. To display all social events on the Events page and the annual AGM and EGM.
9. To monitor and ask the WebMaster to delete any outdated material.
10. In discussion with the Executive Committee and the WebMaster, suggest updating the site periodically.

N.B:

Re GDPR: no email addresses should be publicly displayed on any of the pages.

The Members' Page lists the Newsletters and Yellow Sheet Programmes which are all password protected. The ID, password and Meads u3a website are stated in the email sent to the Member at subscription renewal.

The GDPR and Privacy Policy, the Constitution are also on the Members' page.

The Annual Lunch booking form, if taking place, is also available from September each year.

SOCIAL SECRETARY – Job Description

1. To organise social events, as required.
2. To agree event and date(s) with Committee.
3. To request WebMaster to enter on the Events page of the Eastbourne Meads u3a website.
4. [To work with Publicity in preparing suitable promotion / advertising material for event. Publicity to produce final material].
5. To ensure event is promoted and advertised ie; in the newsletter and via the monthly meeting email issued by Chairman to Membership prior to each monthly meeting.
6. To circulate the Membership with 'flyer' of event separately.
7. To have hard copies of 'event flyer' available at monthly meetings for those Members not on email.
8. To oversee, in general, any u3a promotion and advertising material to promote event and Eastbourne Meads u3a ie; Meads u3a banner, sash, bunting plus any publicity material to be pinned on the u3a Notice Boards.
9. To involve Committee, as appropriate, acting as hosts to meet and greet at event and / or serving refreshments and / or generally assisting.
10. To receive input from the GLs for any event, as required, in conjunction with the Groups' Co-ordinator.
11. To ensure any invoices in connection with event are passed through to the Treasurer for payment.
12. To keep interested / involved parties updated.

Publicity & Recruitment Officer – Job Description

1. To write up and send monthly meeting articles to the local paper; currently the Eastbourne Herald.
2. To display on the noticeboards at the Monthly Meetings various relevant information for members from the Secretary, Groups' Coordinator, East Sussex Representative or other Group Leaders. To keep all notices up to date.
3. To assist with the recruitment of new members using posters to be displayed at various outlets in Eastbourne.
4. To contribute to any publicity event, as necessary.

Speakers' Secretary – Job Description

1. To research and book various speakers for the 11 Monthly Meetings (not August), arranging and agreeing fees and informing the Treasurer, and giving him/her details of the speaker's name, email address and phone number/s. (The Treasurer pays the speaker on arrival at the church hall.)
2. To put the details of the speaker and their subject on the website via the Website Coordinator, as soon as the speaker is confirmed.
3. To check a fortnight before they can still attend and inform the Chairman for his/her monthly reminder email.
4. To check with the speaker that he/she has everything they require well beforehand. Ensure there is technical support at the monthly meeting (Kevin, the caretaker, at the church). The Chairman or an assistant helps to set up the equipment.
5. Should the speaker cancel at short notice, inform the Chairman immediately.
6. (Sometimes possible to ask a future speaker to move his or her talk to fill the vacancy.)
7. To introduce the speaker/s at the Monthly Meeting.
8. To thank the speakers at the end of their talk.

House Manager – Job Description

1. To make sure the caretaker has put out enough chairs and tables, the projector stand, etc., and in a room format as directed by the House Manager.
1. Currently to hold the Tea Box and bring to the Monthly Meetings, with replenishments as required. To take 50-100 disposable cups and laminated instructions to volunteers at Eldon Road monthly meeting by 14.00 – 14.15 pm.

Newsletter Editor – Job Description

1. To compile contributions from the Chairman, the Groups' Coordinator, East Sussex Representative and Group Leaders and other members of the committee.
2. To edit and to publish the newsletter four times a year.
3. To send the Newsletter to the Membership Secretary who will distribute it to members by email or by post.
4. To send to the Website Coordinator to pass onto the Webmaster to put on the on the Members' page, which is password protected.

East Sussex u3a Network Representative – Job Description

Meetings are held to get together other u3as covering East Sussex, to discuss various topics; to receive information from both the East Sussex committee and the SE Regional Trustee or his Supporting Trustees which includes the latest information from the Third Age Trust.

1. To represent Eastbourne Meads u3a at East Sussex Representative meetings and to attend the SE Regional AGM
2. To report back to the Committee on these meetings.
3. To assist Sussex Study Day applicants as necessary regarding any queries or those requiring lifts to the venues.
4. To promote future Study Days by making announcements at monthly meetings, as required.
5. To display recent information on the noticeboard at monthly meetings and to display application/booking forms for future Study Days, keeping all information up to date.

Tea Duty Rota - Job Description

2. To set up spreadsheet showing all current year groups, noting those groups that have previously volunteered.
3. To maintain email addresses for all group leaders (GLs) and ensure group emails are always blind copied (Bcc) per GDPR privacy.
4. To send out email in summer term to all GLs and also to ask at Monthly Meetings for tea duty volunteers to cover future September to July monthly meetings.
5. To allocate volunteers or appoint others and record on a list or spreadsheet the group leader responsible for each month.
6. To send reminder email to responsible party 10 days before meeting with tea duty procedure/kitchen photos attachments.
7. To send a thank you tea duty email after meeting.
8. To appoint one or more deputies, if unable to attend meetings.