

Edinburgh U3A

Interested in joining the Committee?

I am thinking of joining the Committee – What should I know?

Committee members are elected at the Annual General Meeting in June. Once elected people generally serve for three years and can stand for election for a further three years. Committee can also co-opt up to 2 people a year for specific purposes.

How do I know which posts will become vacant?

These are displayed on the website, published in the Bulletin and Committee members will be happy to let you know.

I have a particular role in mind. How do I find out more about it?

Brief role descriptions can be found on our website. Make sure that you get a copy of the full role description for the post and discuss it with the Chair, or the Vice Chairs. Copies of role descriptions are kept on the Committee's shared drive and can be provided by the Secretary.

How many are on the Committee and what are the different roles?

The constitution allows for 11 Committee posts plus up to 5 Principal Officers ie Chair Vice-Chairs (2) Secretary and Treasurer. The other roles are decided by the Committee and varied from time to time. There are currently 4 Groups Co-ordinators, the Membership Secretary a New Members' Secretary. Internal Publications and External Communications Officers, a Website Manager. We have a number of Assistant posts who are not full Committee members eg an Assistant Membership Secretary, Assistant External Communications Officer, Groups Assistant Administrator. Brief role descriptions can be found on our website.

When does the Committee meet?

The Committee meets on the first Wednesday of the month, every month except January and August from 10.15 for 2 hours or so. (We sometimes have a planning meeting in January).

Are all members expected to attend every meeting?

We are expected to attend as many as we can but it is understood that there will be planned absences for holidays etc.

What is the purpose of the Meeting?

All major decisions in the U3A are collective decisions agreed by the Committee. The Committee operates on a lot of different levels, planning ahead, developing strategy, managing and administering the U3A so the meeting enables us to decide collectively on all of these levels. Committee members are expected to keep each other aware of the expressed views of members and group leaders. As the meeting is the only time we meet together as a group, the time at the meeting has to serve to build the team and achieve a team identity.

Are there papers to read in advance?

The Secretary collates the agenda with the Chair, taking views of others, and circulates it with the minutes from the previous meeting. There are usually brief written reports from the Treasurer, the Membership Secretary, the Webmaster and Groups Co-ordinators with information on new groups.

Will I have to provide a report?

Usually most Committee members will provide a verbal account of progress since the last meeting and seek Committee approval for certain issues. Sometimes a written report will be required for particular items or issues so that discussion at the meeting is informed.

What is the style of the meeting?

We take responsibility for helping the Chair get us through the agenda timeously and we work hard but meetings are usually light hearted and can be fun. Most decisions are made by easy consensus and when we disagree we manage to do so without being disagreeable.

Do I need to be on email and IT literate to function as a member of the Committee?

It would be very hard, if not impossible, to operate if you do not have access to email and able to download and print excel and word documents. Some posts require more IT knowledge.

What other expectations are there apart from undertaking the elements of the role that I am elected to?

All Committee members are expected to take an interest in the wider work of the U3A, attend some of the Open Meetings, New Members meetings (4) and Group leaders meetings (2) to assist with running them, to meet members, support communication etc. (Some posts need to attend most of them.) Key roles may find it useful to attend a National U3A conference /U3A in Scotland assembly.

Is there anything else I should know?

Please note that all full Committee members are considered to be Trustees of the Edinburgh U3A charity – as a result anyone with unspent convictions for crimes of dishonesty would not be able to take part.