

ROLES OF COMMITTEE MEMBERS - June 2024

Elgin & District u3a follows the ethos of the u3a Trust in terms of objectives and guiding principles but is an autonomous body managed by a Committee elected by the membership. Its Constitution, agreed by the members, specifies the composition of the Committee in terms of Officers (Chair, Vice Chair, Secretary and Treasurer) and ordinary members.

The primary functions of the Committee are:

1. Management of Elgin & District u3a in accordance with the Constitution.
2. Financial management.
3. Provision of opportunity of participation for all eligible members.
4. Provision of interest groups.
5. Organisation of regular general meetings for the members.
6. To ensure Elgin and District u3a complies with appropriate legislation, e.g., data protection.
7. Liaison with u3a Trust, u3a Scotland and other local u3as as appropriate.

CHAIR

1. Liaise with the Secretary about the Agenda for meetings.
2. Liaise with the Secretary about information from u3a Trust and u3a Scotland.
3. Chair meetings.
4. Act as MC at Members' Meetings and other events.
5. Assist Committee members with difficulties they may have in fulfilling their roles.
6. Write and present the Chair's Report for Committee meetings and the AGM.
7. Liaise with Secretary about external communications.
8. Take the lead in resolving any complaints referred to the Committee.
9. Take the lead in liaising with other u3as

VICE CHAIR

The Vice Chair does not have any particular task within the Committee. It is, however, a vital role and carries Executive status. The Vice Chair will most likely already, but not necessarily, have another role within the Committee.

1. Shadow the Chair with a view to taking over as Chair.
2. Support and advise the Chair when appropriate.
3. Chair Committee and Members' Meetings when the Chair is not available.
4. The Vice Chair is a bank account signatory.
5. Help and support other Committee Members

TREASURER

1. Maintain receipts and payments records so that financial position is readily reported, by:
 - a) Collecting, verifying, recording and paying appropriate invoices
 - b) Banking takings, recording all receipts
 - c) Preparing bank reconciliations
2. Maintaining listing of assets and their locations.
3. Recording and reporting on Group receipts and payments where appropriate, periodically advising Group Leaders of their standings.
4. Preparing Annual Statement and Financial Report, arranging for its examination along with all supporting documentation.
5. Preparing, annually, a financial plan with any recommendations on fee levels.
6. Advising Committee on anything of a financial nature.

SECRETARY

1. **Committee business:**
 - a) Agree meetings' agendas with Chair and circulate to Committee.
 - b) Keep paper and digital records of Minutes.
 - c) Remind Chair to ask Committee to review role descriptions annually.
2. **u3a Trust and u3a in Scotland:**
 - a) Act as contact and keep Committee informed of issues
 - b) Keep the Trust and u3a in Scotland informed of Committee changes.
3. **AGM:**
 - a) Ensure notices and requests for Committee nominations are sent to members according to the Constitution.
 - b) Send out notification information according to the Constitution.
 - c) Collect nomination forms and produce list.
 - d) Keep paper and digital records of AGM Minutes and financial report.
4. **Policy documents:** Remind Chair to get Committee to review them annually.
5. **Enquiries/Notices:** Forward to relevant Committee members.
6. **Newsletters:** Liaise with members: inform them of forthcoming events, Committee matters etc. within our u3a and nationwide. Send information by post to members not on e-mail. (Not commercial advertising material from outwith u3a).
7. **Data Submission:** Submit up-to-date addresses, when requested, to u3a Trust for "u3a Matters" magazine.
8. **Committee contact details:** Keep up-to-date and circulate.

GROUPS' CO-ORDINATOR

1. Act as the communication link between Group Leaders and the Committee.
2. Keep and maintain the database showing membership of all the groups.
3. Ensure Group Leaders keep proper records of meetings and attendees.
4. Hold periodic meetings of Group Leaders to identify common issues.
5. Support Group Leaders with issues relating to the running of their groups.
6. Act as mediator for any disputes occurring between Group Leaders and members.
7. Keep the "Guidance for Group Leaders" document up-to-date.
8. Provide up-to-date information on groups for the Bulletin.
9. Assist in setting up new groups.

MEETINGS MANAGER

1. **Bookings:** Book and confirm dates/venue for Committee and Members' Meetings.
2. **Members' Meetings:**
 - a) Liaise with venue staff.
 - b) Organise volunteers to serve refreshments.
 - c) Check all AV equipment is in place for visiting speakers.
 - d) Check with venue staff beforehand about room setup
 - e) Organise volunteers to help with display boards etc.
3. Timekeeping at Members and Committee Meetings
4. Report all the above to the committee.

MEMBERSHIP SECRETARY

1. Maintain membership database, keeping members' data up-to-date and secure.
2. Members' meetings:
 - a) On arrival tick off names on attendance list and provide materials for members to write their names;
 - b) Deal with enrolments/renewals and pass money to Treasurer;
3. Remind members about annual renewal and deal with annual renewals.
4. Deal with members' and potential members' enquiries.
5. Deal with new members' applications.
6. Report membership status and other relevant information at Committee Meetings.

MINUTES SECRETARY

1. Take notes on discussions and agreed decisions at Committee Meetings and the AGM.
2. Produce draft minutes from meetings and AGM.
3. Update the action sheet with new actions (Committee Meetings only).
4. Update previous actions, closing off as required.
5. Circulate the draft minutes and action sheet to all Committee members for comment/agreement.
6. Agree any requested amendments with the Chair and update if required.

PUBLICITY OFFICER

1. Produce and distribute publicity leaflets for general use and specific events.
2. Produce material for use on social media and other internet sites.
2. Liaise with outside organisations about events to be attended by Elgin & District u3a - ensure such events are manned appropriately with timetable of volunteers - bring such events to the Committee's notice.
3. Contact media to provide publicity for events.

SPEAKERS' ORGANISER

1. Appropriate Speakers who would interest the members of Elgin and District u3a are arranged for the Members' Meetings.
2. Contact is made by telephone or e-mail.
3. The Speakers are followed up closer to the time to confirm arrangements and to ensure all necessary items are available.
4. Following the talk, a small gift and a "Thank You" card are presented.

TECH / WEBMASTER

1. **Beacon database:** administrator – control and allocate access levels and passwords for Committee members, Group Leaders and Members etc.
2. **Freeola** administrator: - administer email addresses, control passwords, domain renewal etc.
3. **Elgin & District u3a Website:** administrator – populate the website, update information, add and remove photos, allocate edit levels and passwords to Committee members and Group Leaders, etc.
4. Report status to Committee at monthly meetings, gain Committee approval for major changes to any of the above.
5. Assist Committee with set up of any of the above

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