

## The Executive Committee

### Why does it exist?

The Executive Committee manages the Exeter U3A. It is the governing body and the Board of Trustees for the purposes of Charity Law (Exeter U3A is a registered Charity). The Executive Committee is responsible for the strategy and policies of our U3A, sets aims for the year and deals with the administration, management and control of the affairs and property of our U3A.

### Composition of the Executive Committee, 2016-17

With the adoption of our new Constitution at the AGM in 2015, the composition of The Executive Committee in 2016 will be as follows: 5 Officers and up to 7 Committee Members and 2 co-opted members. Once elected, the Executive Committee will appoint the specific Officers at its first post-AGM committee meeting.

Click on the following officer/roles for more information about the principal tasks and activities.

#### Officers

**CHAIRMAN**

**VICE CHAIRMEN (2)**

**TREASURER**

**SECRETARY**

#### Other Committee members and roles

The other Committee Members (non Officers) may carry out any of the following roles between them.

**MEMBERSHIP SECRETARY**

**GROUP LEADERS COORDINATOR**

**NEWSLETTER EDITOR**

**WEBSITE ADMINISTRATOR**

**SPEAKER SECRETARY**

**SOCIAL SECRETARY**

The assignment of these roles is flexible and although it helps if they are carried out by Committee Members, this is certainly not essential. In the past ordinary members have fulfilled some of these roles and duties without sitting on the committee. In addition some roles may need to be undertaken by more than one person in a job-share, which would not necessarily involve a Committee Member. All members taking on any role will be supported by members of the Executive Committee.

#### Tenure/terms of service

Under the new Constitution, all Committee Members (Officers and non-Officers) will be elected for one year and will stand down at the following AGM. However depending on the role previously fulfilled - and for what length of time - Committee Members can be re-elected and serve further terms.

#### How often does it meet?

The committee meets usually once every two months for approximately two hours. Each role needs some additional time according to its nature. See the role descriptions linked above.

#### Joining the Committee?

Whilst we would wish to maintain a sufficient core of expertise and continuity on the Committee, we welcome new members in order to bring in new blood and revitalise the dynamic. New members of the Committee will receive plenty of support from existing Committee Members which will include an induction package and programme, mentoring by another committee member and support from the outgoing Committee Member to ease the transfer of the role.

#### Why join the committee?

We are a mutually supportive team. Help is always at hand. No-one serves on the Committee for more than three years in any one role, so there is always a mix of experience

and new ideas. Everyone has commitments – some of us are involved with other organisations, lead interest groups or go out to work – but the small commitment in time and effort makes it easy to fit in with our everyday lives.

Here are some of the reasons why you might consider joining the committee:

If you consider it is a worthwhile organisation and believe that the U3A movement has a wider significance in society, you can help the retired population have more influence.

If you enjoy being a member and you would like the U3A to continue, you can ensure it does. Have a say in the way our U3A develops.

Have a chance to maintain and develop skills, such as planning, organising, computer skills, editing, writing, communicating, facilitating etc. Use your varied experience and background to introduce new ideas and approaches for the benefit of all our U3A.

Help others who do not share your skills to enjoy their membership and maintain intellectual and physical activities in later life.

Share tasks with others and enjoy the satisfaction of achieving goals. Increase your sense of belonging in an organisation you value.

### **In Conclusion**

The Committee does important work to keep Exeter U3A thriving. Please consider joining us in carrying out these essential tasks. We are a friendly bunch, who like to get things done.