



EXECUTIVE COMMITTEE ROLES

General

All Executive Committee members are expected to

- Understand the role of a Committee Member and Trustee of Fife u3a
- Attend monthly Committee Meetings, providing an update on their own particular role and participating in general Committee business
- Where appropriate, report any issues which may arise to the Committee
- Prior to end of term of office, provide training in the role to successor, carry out an orderly handover of relevant documentation and act as mentor

Officers

There are four Officer roles in the organisation:

- Chair
- Vice Chair
- Secretary
- Treasurer

Other Roles

The Executive Committee can agree other roles as required. Other roles include:

- Group Coordinator
- Health and Safety Officer
- Membership Secretary
- Minutes Secretary (*At April 2023, role not filled*)
- Programme Organiser

Last updated April 2023

CHAIR

The Chair, together with the Secretary, will decide on an agenda and must be well informed on all the issues to be discussed and their relative importance and aware of where decisions are needed. The Chair holds a key position during the meeting and should have a strong enough personality to keep control of the meeting and to be able to deal firmly, fairly and tactfully with disruption or aggression. It should be remembered that all decisions must be Committee decisions and that the Chair has no special executive powers other than those stated in the constitution.

Skills and Experience Required

A sense of humour is vital! A good Chair will vary his/her style according to the purpose of the meeting. He/she should recognise a hidden agenda and allow it to be brought out into the open. Anyone trying to use the meeting to satisfy his/her own aims should be very quickly dealt with. The Chair must be a facilitator and an enabler. He/she should be a good listener as well as a communicator, controlling the length of the discussion to allow the meeting to move forward to the next item. He/she needs to be:

- Flexible in approach
- Diplomatic and approachable
- A positive leader

Tasks

- To maintain the charitable objectives/purposes of the u3a.
- To preserve order at meetings (all members must address their remarks via the Chair and not directly to the person).
- To ensure the correct procedure is followed.
- To guide the discussion in a positive manner, all the time assuming a neutral role.
- To allow different points to be expressed.
- To encourage participation from all members in discussion and decision-making, especially the quieter ones.
- To stick to the agenda and avoid side-tracking.
- To remain calm when strong feelings are expressed.
- To draw discussions to a conclusion and to summarise fairly the arguments “for and against” an issue.
- To ensure that decisions are followed through, often in conjunction with the Secretary.
- To co-ordinate the production of newsletters, agree content and layout with the editor, send final version to Membership Secretary for online distribution and send details to printer for production and mailing of printed version.
- To chair Monthly Meetings with speakers
- To act as an approved signatory for financial and other business as required

Chairing a committee is a responsible job which requires hard work and considerable skill. It should not be seen as a reward or status symbol, nor should it become an ego trip.

VICE CHAIR

The formal responsibility attaching to the role of Vice Chair (other than acting as a member elected to assist in the running of the organisation and ensuring its compliance with its purpose and governance, particularly with regards to the requirements of the voluntary sector Regulator) will be to take the place of the Chair as and when required or agreed.

Skills and Experience Required

- To be willing and able

Tasks

- Contribute to the working of the Committee
- Act as signatory to financial or other business as required
- Act in place of the Chair when required.
- Otherwise, the Vice Chair can undertake tasks allotted as agreed including the organising of business or otherwise practical tasks to allow for the smooth running of the organisation's meetings

Last updated by John McArthur

SECRETARY

The Secretary is the Committee organiser and the person most involved in the practical running of the u3a. He/she keeps the wheels of the organisation turning. The Chair and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential.

The Secretary can be the Committee scribe, but a separate Minutes Secretary can also be appointed, providing confidentiality is maintained.

Skills and Experience Required

- A good organiser
- Systematic
- Diplomatic and approachable
- A clear thinker
- Calm

Tasks

- To keep the Chair well informed as correspondence is often addressed to the Secretary
- To construct the agenda for Committee meetings with the Chair
- To send out agendas with relevant discussion papers in good time
- To arrange venues and equipment as required
- To take spare copies of the papers
- To ensure the meeting is quorate (at least one-third of the number of members of the Executive Committee or three members of the Executive Committee, whichever is the greater, are present at the meeting)
- To convey decisions taken to the people who may be required to take action
- To take action as required following the meeting
- To deal with correspondence following discussion with the Chair
- To maintain full and accurate files including minutes
- To be the point of contact and reference between meetings
- To be the link with the National Office and to ensure that information is relayed to the Committee and passed on to the membership
- To take fair and accurate minutes of Committee meetings and, having agreed them with the Chair, circulate them to the Committee for approval at the next Committee meeting

Last updated by Muir Shaw

TREASURER

The Treasurer is responsible for the efficient handling of all the financial affairs of the u3a. Guidance is available from the Third Age Trust and there is an existing Fife u3a Finance Policy ⁽¹⁾ (to be reviewed at least annually). Fife u3a is a registered charity and has registered with HMRC (2021) to enable it to claim Gift Aid. Fife u3a currently uses the Beacon system to manage memberships and may use the system for financial recording in future.

Skills and Experience Required

- Methodical
- A good communicator
- Able to look at the bigger picture but with a good eye for detail
- Able to use or understand the system used to maintain the accounts (spreadsheet or Beacon system)
- Able to use online reporting systems (including our bank, HMRC and OSCR).

Tasks

Policies and procedures

- To ensure that strong financial management procedures and internal controls are in place and regularly reviewed.
- To recommend an appropriate level of reserves.
- To make a recommendation on cheque/payment signatories for Committee approval.
- To organise the opening and operation of a bank account or bank accounts in accordance with the wishes of the Committee.
- To be aware of the insurances in place and how claims can be made.

Accounting

- To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities.
- To arrange payment of approved invoices and expenses and maintain appropriate records.
- To maintain records of income from members and other sources.
- To arrange for timely Gift Aid claims to be made.

Reporting

- To report to the Committee on finance at each meeting.
- To prepare the statement of accounts for independent examination, for presentation to the AGM and submission to OSCR.
- To prepare a budget annually and to recommend the level of subscription to be paid by the members.

(1) Fife u3a Finance Policy (which references the Third Age Trust guidance)

<https://u3asites.org.uk/files/f/fife/docs/fifeu3afinancepolicy2023.pdf>

GROUP COORDINATOR

The Group Coordinator is a non-office bearer member of Fife u3a Committee and acts as a point of contact and coordination for group leaders.

Tasks

- Update and record group leaders. Utilise Beacon System for this purpose
- Update dates and venues of group meetings
- Attend and contribute to Executive Committee meetings and follow up on actions
- Attend monthly meetings and interact with the membership and group leaders
- Keep the membership informed of group events in the newsletter
- Direct inquiries from the membership about joining specific groups to group leaders
- Respond to and follow up queries made by group leaders
- Organise an annual Group Leaders' meeting
- Collect and be aware of matters arising in groups which can be brought to the table at the Group Leaders' meeting
- Stay abreast of legislation and recommendations and inform group leaders accordingly

Last updated by Jean Black

HEALTH AND SAFETY OFFICER

The Health and Safety Officer is a non-office bearer member of Fife u3a Committee and ensures that premises rented for u3a meetings meet with Health and Safety Standards.

Tasks

- Ensure
 - Insurance certificates up to date
 - Fire exits clearly marked and unobstructed
 - Have adequate disabled access
 - Good lighting and ventilation
 - Electrical equipment has been PAT tested
 - Premises has First Aid Box
 - Toilet facilities adequate for all members
- Ensure that group leaders are aware of hazards
- Make group leaders aware of any new or changed legislation
- If/when required, comply with Government advice on Covid restrictions

Last updated by Sean Gillan

MEMBERSHIP SECRETARY

The Membership Secretary is a non-office bearer member of Fife u3a Committee and the point of contact for people applying to join Fife u3a through the website, by telephone or in person.

Skills and Experience Required

- To be able to communicate on a friendly basis with members and prospective members either by telephone, email or in person.
- To be familiar with the Fife u3a constitution.
- To be proficient in use of the u3a Beacon system for electronic recording of members and distribution of literature, e.g. newsletters or general information, in order to save on postage costs. (*Learning and support tools available include a demonstration site, an on-line user guide and a discussion forum.*)

Tasks

During 2020/21 in person meetings were not possible and membership cards were not produced. Tasks in italics below will apply if membership cards are reintroduced.

- To keep records other than on Beacon in the event of internet failure.
 - This will include paper membership and Gift Aid forms received.
- To send members' names and addresses when advised by Third Age Trust for the distribution by post of the Third Age Matters magazine.
- *To revise the existing membership card to your own specification. This requires*
 - *The schedule for monthly meetings from the Programme Organiser*
 - *Group leader contacts from the Group Coordinator.*
- *Send files to chosen printer to be printed off in card format.*
- Revise existing membership and Gift Aid forms to your own specification if necessary.
- To advise current members three weeks before 1st September that their renewal is due and this will be done by Beacon email or post.
 - Renewal Membership and Gift Aid forms should be attached
- Completed forms and payment by cheque will be received through post *and membership cards to be posted out with SAE received from member.*
- To take payment and completion of membership and Gift Aid forms for renewal of membership at the first meeting after 1st September each year.
 - Members can choose to renew at the monthly meeting *and at this point the membership card can be given*
 - Record any prospective members and give them literature such as our Vision and Mission statement and group activities and, if requested, a membership form.
- Print labels off for the badges for members and Committee.
- To liaise with the Treasurer for payments made online or by cheque and pass any cheques and cash to the Treasurer.
- To advise the Committee at their meetings of the number of current members and any changes to the membership.

Last updated by Stephen Klein

MINUTES SECRETARY

At April 2023, role not filled

The Secretary is normally the Committee scribe, but a separate Minutes Secretary can also be appointed, providing confidentiality is maintained. The Minutes Secretary is a non-office bearer member of Fife u3a Committee.

Tasks

- To take fair and accurate minutes of Committee meetings and having agreed them with the Chair, circulate to the Committee for approval at the next Committee meeting

Last updated by Muir Shaw

PROGRAMME ORGANISER

The Programme Organiser is a non-office bearer member of Fife u3a Committee and selects a list of varied and entertaining speakers and events for Monthly Meetings throughout the year, negotiates with speakers on any fees and expenses, prepares promotional material and ensures that speakers are looked after as required.

Skills and Experience Required

- Good communications and organisational skills
- Any network or contacts to possible speakers a bonus

Tasks

- Maintain a list of possible speakers. Sources may include
 - Previous speakers
 - u3a members and friends
 - Approaches received via the website
 - Speaker websites (e.g. SpeakerNet)
 - Monitoring local press
- Agree any changes to level of fees which can be offered to speakers with the Committee
- Map speakers to provide a varied and relevant programme of Monthly Meetings for the year (September to May)
 - Monthly Meetings are normally held at 2pm on the second Thursday of the month
 - January is normally a New Year Lunch
 - June is normally Members Day
 - Monthly Meetings are not normally held in July and August
- Make initial contact with speakers to discuss the content of their presentation, fees/expenses and equipment/technology needed.
- Book speakers and confirm via e-mail, phone or letter
- Make suitable room bookings at St Bryce Kirk
- Send Newsletter Editor, Webmaster and Twitter Administrator a list of dates and booked speakers plus a brief outline of their presentation
 - Update Events page of website directly if suitably trained
- Contact speaker one month before the meeting to remind them of arrangements, confirm equipment needed and ensure they have clear directions to the venue
- Arrange member to give Vote of Thanks
- Provide Chair and member giving Vote of Thanks with background information on speaker and presentation to allow them to prepare
- Generate Poster Stand notice and Running Order document giving rough timings for meeting
- On the day of the Monthly Meeting
 - Greet the speaker and introduce them to the Chair of the meeting
 - Introduce the speaker to the person setting up the sound equipment and the Treasurer to enable them to collect their fee
 - Ensure the speaker is provided with suitable refreshments
 - Thank the speaker informally before they leave
 - If possible, take some photographs to support post-meeting publicity
- Following the Monthly Meeting
 - Generate short updates for the website Welcome page and Twitter

Monthly Meeting Administration

As well as arranging a speaker, other tasks also require to be co-ordinated to ensure a successful Monthly Meeting. While currently carried out by the Programme Organiser, these tasks could be undertaken by someone else.

- Maintain a Monthly Meeting Volunteer rota
- For each meeting, ensure that volunteers have been arranged to support
 - Running of the sound system
 - Providing a Meet and Greet presence
 - Running the Bookstall
 - Serving Tea and Coffee after the meeting
- Contact St Bryce office on the Monday preceding the Monthly Meeting to confirm requirements for equipment, tables, refreshments

Last updated by Sheena Lawson