

## Committee Roles and Responsibilities

The management of the u3a Harborne and Edgbaston (u3a H&E) is vested in the committee as stated in the u3a H&E's Constitution (available on the website). The committee is formed of members whose duty it is to carry out its general policy and to provide for the administration, management and control of the affairs and property of the u3a H&E.

Any member can volunteer for election to the committee as roles become available and all members are encouraged to think about offering their services. The u3a H&E needs committee members in order to function correctly. If you are interested and wish to learn more, please contact the Chair.

The u3a is a Charity and all committee members are registered with the Charity Commission as Trustees of u3a H&E.

Currently the committee has nine members (elected and co-opted) to fulfil various roles in the running of u3a H&E. These roles are: Chair, Vice-Chair, Treasurer, Secretary (called the Officers) and Secretaries for Groups, Membership, Speakers and Social events. There is also a Web Administrator and a Room Bookings' Coordinator. There are defined role descriptions which are available on request from the Secretary.

In essence, the **Chair** provides leadership of u3a H&E, supporting the ethos and philosophy of the u3a movement and chairs committee and general meetings. In this role the Chair is supported by the **Vice-Chair**, who will stand in for absences.

The **Treasurer** is responsible for all monies passing through the u3a H&E bank accounts and produces an end of year statement of accounts for the Annual General Meeting (AGM).

The **Secretary**, with the Chair, prepares agendas and papers for committee meetings and the AGM, takes minutes of all meetings, which are then circulated as appropriate and is the named contact for correspondence from the Third Age Trust.

The **Groups' Secretary** supports the interest Group Coordinators, assists with the setting up of new interest groups and is the main contact between the groups and the committee.

The **Membership Secretary** is the 'face' of u3a H&E, being the main point of contact, both in person and via email, for people applying to join u3a H&E or renewing membership.

The **Social Secretary** arranges the main social functions throughout the year, for example, the annual lunch, annual outing, a summer function and events such as quiz nights.

The **Speakers' Secretary** is responsible for inviting speakers to the monthly general meetings, covering a variety of topics - something for everyone - and for making the speakers feel welcome and valued.

The **Web Administrator** has the main task of keeping the u3a H&E website up to date and relevant and must be computer and web literate. The website is hosted by the Third Age Trust.

The **Room Bookings' Coordinator** ensures that appropriate rooms are available and booked up to a year in advance for interest groups and general meetings. Ad hoc bookings are made by the Coordinator, who keeps a list of suggested new venues for investigation, should the need arise.

All committee members are happy to talk about their roles in supporting the functioning of u3a H&E and would encourage all members to consider how they might become involved when the need arises.