

## **ROLE DESCRIPTIONS OF COMMITTEE MEMBERS (TRUSTEES)**

### **THE COMMITTEE**

The management of The U3A shall be vested in a committee consisting of members whose duty it shall be to carry out its general policy and to provide for the administration, management and control of the affairs and property of The U3A. Clause 6, Constitution of the Haslemere U3A, 1/08/05

The Committee shall consist of not fewer than 5 and not more than 9 members:

Honorary Officers (elected at AGM for 2-year terms): Chairman, Vice-Chairman, Secretary, Treasurer; and also other members (elected at AGM for 3-year terms) to cover the roles of Membership Secretary, Groups Co-ordinator, Speakers Secretary, Accommodation Secretary, and Publicity Secretary. In addition, the Committee may appoint co-opted members to assist in particular areas: at present, Publicity Assistant, Social Media Co-ordinator, Excursions Secretary and Webmaster.

One member of the committee is designated to serve as trustee of Haslemere Hall.

Role descriptions for all current roles follow:

## **ROLE DESCRIPTIONS for HONORARY OFFICERS**

**Chairman**

**Vice-Chairman**

**Secretary**

**Treasurer**

## **ROLE DESCRIPTIONS for COMMITTEE MEMBERS**

**Membership Secretary**

**Groups Co-Ordinator**

**Speakers Secretary**

**Accommodation Secretary**

**Publicity Secretary**

## **ROLE DESCRIPTIONS for CO-OPTED MEMBERS**

**Excursions Secretary**

**Publicity Assistant**

**Webmaster**

**Social Media Co-ordinator**

## **ROLE DESCRIPTIONS for HONORARY OFFICERS**

### **CHAIRMAN**

*Approved by Committee 1 November 2021*

#### **Purpose of role:**

To lead Haslemere U3A and the committee and if necessary have the casting vote

#### **Specific duties include:**

- Chair and participate in committee meetings and monthly speaker meetings
- Chair the AGM until such time as a new chairman is elected
- Agree the draft minutes of meetings with the Secretary before they are circulated to the committee
- Support members of the committee in their tasks and provide guidance when necessary
- Attend meetings of local U3A group networks
- Liaise with the committee to set dates for enrolment, term dates, leaders/organisers 'thank you' party and any other functions which might arise
- Promote and encourage new ventures, groups and ideas for the further development of our U3A
- Encourage members to join the committee
- Be the public face of Haslemere U3A in the town and more widely
- Help with social activities and promotional events
- To carry out a comprehensive handover to a new Chairman when applicable

### **VICE-CHAIRMAN**

*Approved by Committee 1 November 2021*

#### **Purpose of role:**

To support the Chairman (see role description above, which includes helping with social activities and promotional events) and to substitute for the Chairman when he/she is not available.

#### **Specific duties:**

None

## **SECRETARY**

*Approved by Committee 1 November 2021*

### **Purpose of role:**

To provide general secretarial services to the committee.

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events.

### **Specific duties include:**

- Write up the minutes of committee and annual general meetings
- Liaise with chairman for verification of the minutes
- Distribute the minutes to committee members
- Maintain a record of past meeting minutes
- Issue the calling notice for the AGM as defined in our constitution
- Maintain committee member data and keep current
- Interface with Third Age Trust
- Deal with incoming post and emails as appropriate, and send letters and emails on behalf of the Committee
- To carry out a comprehensive handover to a new Secretary when applicable.

**Purpose of role**

To be responsible for the financial management and accounting of the activities of the U3A under the direction of the committee.

**General duties include:**

Active participation in the management of the U3A through regular attendance at AGM, monthly speaker and committee meetings. Help with social functions.

**Specific duties include:**

- Maintain proper accounts including details of rents, costs and fees related to individual groups and submit a monthly report thereon to the committee
- Prepare an Annual Statement of Account, have this examined and submit it to the AGM
- Receive and deposit promptly all moneys received; these primarily being membership fees, class fees, and Gift Aid
- Pay expenses as necessary including rents, speakers, class expenses, U3A central office fees and other administration costs; by cheque requiring two signatures or by BACS with two committee members authorising
- Advise the committee on adjustments required to group fees to ensure that each group is largely self-financing
- Provide group leaders at enrolment with attendance forms and directions on how these are to be completed and the fee rates to be collected in the coming year
- Deposit surplus funds with CCLA to optimise investment returns
- Advise the committee on alternative investments to increase the return on investment on a long-term secure basis and implement the decisions of the committee
- Make an annual claim of Gift Aid eligible collections from members using data compiled and maintained by the Membership Secretary
- Set up and maintain a list of signatories, authorisers, and people with online access to Lloyds Bank, Paypal and CCLA accounts
- Make the required annual return to the Charity Commission
- Maintain a current register of assets and equipment valued at more than £50
- To carry out a comprehensive handover to a new Treasurer when applicable.

# **ROLE DESCRIPTIONS FOR COMMITTEE MEMBERS**

## **MEMBERSHIP SECRETARY**

*Approved by Committee 1 November 2021*

### **Purpose of role:**

- To provide information to prospective members
- To be responsible for the paperwork and administration pertaining to U3A membership
- To maintain accurate membership records in the desired format

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings. Help with social functions and promotional events.

### **Specific duties include:**

#### **1. Prospective members**

- Responding to enquiries from prospective members and providing them with full and detailed information on the ethos of the U3A organization, costs, the membership application process and gift aid.

#### **2. New members**

- Reviewing with the Committee the reasonable adjustments that might be needed to ensure accommodation of members with health or disability issues.
- Producing and distributing membership cards and membership Guides.
- Ensuring that joining information on the website is accurate and up to date.
- Reviewing and updating the local information provided to new members and ensuring it is widely accessible.
- Review the membership application form periodically to ensure it is fit for purpose.

#### **3. Membership Fees and Gift Aid**

- Liaising with the Treasurer on the financial aspects of membership e.g. accepted methods of payment etc.
- Managing the annual membership renewal process.
- Sending out reminders and final reminders when renewal is due using all possible means e.g. newsletter, email.
- Maintaining a record of those members who wish to gift aid.
- Recording of fees received and banking as soon as possible.
- Reissuing membership cards or other proof of membership.
- Ensuring all non-payers are removed as members once the grace period is over.
- Follow up with members who do not rejoin and try to discover the reason.

#### **4. Record keeping**

- Maintaining up to date membership information on the Beacon database in line with GDPR requirements and deleting redundant membership information.
- Providing the Committee with accurate figures for new members and the total number of current members.
- Creation and maintenance of an accurate database of members who wish to receive Third Age Matters.
- Uploading of accurate data via the online portal to the distribution company for Third Age Matters

#### **5. Other**

- Carry out a comprehensive handover to a new Membership Secretary when applicable.

**Purpose of role:**

To provide overall management of groups and classes and to link the committee to group leaders and organisers.

**General duties include:**

Active participation in the management of Haslemere U3A, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

**Specific duties include:**

- Liaise with group leaders and organisers to provide support and encouragement to solve problems and ensure the smooth and efficient running of groups. This can involve finding and inducting new leaders or organisers, where necessary. It can also involve closing groups.
- Monitor oversight of the performance of groups to identify problems and opportunities at an early stage
- Identify demand for new groups and where possible set up new groups to meet the demand. This can involve supporting new ventures for a while until they become established
- Maintain an up to date Register of Groups, Leaders and Organisers, times and venues and advise the committee of changes so that the website, Yearbook and Accommodations Officer are kept up to date
- Organise Enrolment Day, ensuring that each group is properly represented and each leader is provided with a copy of the description of roles document and a pro-forma for recording the contact details of new members joining a group
- Organise Leaders' Party or equivalent occasion that committee deems appropriate to thank leaders and organisers
- Write to all leaders and organisers on behalf of the committee twice per term to apprise them of developments and opportunities and encourage them to disseminate the information to members of their groups.
- Report to committee important decisions made and actions taken and, if appropriate, seek advice and support.
- Carry out a comprehensive handover to a new Groups Co-ordinator when applicable.

**Purpose of role:**

To organize speakers for the Monthly Meetings of Members.

**General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker meetings and committee meetings.

Help with social activities and promotional events

**Specific duties include:**

- To arrange suitable speakers in advance for inclusion in the Members' Guide by researching suggestions from members and the opinion of other organisations, consulting the committee as needed
- To get confirmation as to the booking and determine their fee and travelling expenses as well as any equipment they may require
- To write up details of the forthcoming speaker programme for inclusion in the Members' Guide and on the website
- Nearer the date of the talk, to place details on the website and arrange with the Publicity Secretary for the event to be advertised elsewhere
- On the day to oversee preparation of the venue
- Meet the speaker and introduce him/her to the members
- To arrange the vote of thanks
- Arrange with the Treasurer for the payment as previously agreed
- To carry out a comprehensive handover to a new Speakers Secretary when applicable.



## **ACCOMMODATION SECRETARY** *Approved by Committee 1 November 2021*

### **Purpose of Role**

To arrange accommodation for U3A classes and meetings and to act as liaison between groups and venues.

### **General Duties**

To actively participate in the management of the U3A including regular attendance at the AGM, Monthly Speaker Meetings and Committee Meetings.

Help with social activities and promotional events.

### **Specific duties include:**

- To liaise with Group Leaders who need to source a venue to hold their meeting, making initial bookings and to enquire of and understand their needs.
- To liaise with the venues to accommodate the Groups' needs, e.g. suitability of room, accessibility for all abilities, ease of parking, timings to fit around prior bookings, additional facilities (kitchen, wifi).
- Around the end of the Spring term, contact Group Leaders suggesting dates according to their chosen date and frequency schedule throughout the forthcoming academic year (September through to end of June)
- To be the point of contact for issues arising from any bookings, from both the venue and the Group Leaders.
- To confirm by email to both Group Leaders and Venue booking clerks the specific dates booked and any special requirements previously discussed.
- To keep accurate up to date records so that information can be passed to any member of the Committee if required.
- To maintain the spreadsheet listing Groups requiring accommodation at venues detailing relevant information for such bookings.
- To carry out a comprehensive handover to a new Accommodation Secretary when applicable.

### ***Venues list held by Accommodation Secretary***

**Purpose of role:**

To be responsible for publicising the activities of Haslemere U3A throughout its area of operation, in cooperation with other committee members.

**General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events

**Specific duties include:**

- Monthly speaker meetings (in cooperation with Speakers Secretary): preparation of timely press releases for placement in local media.
- Mailshots to members (in cooperation with Membership Secretary) via email.
- On Enrolment Day: preparation of a table layout for all groups, membership renewals and new members together with relevant labelling.
- General media publicity: From time to time preparation of editorial material for submission to local media to keep U3A in the public eye.
- Liaise with and supply publicity material to Social Media Co-ordinator.
- Members Guide leaflet (in cooperation with Membership Secretary and Publicity Assistant).
- Review and revision of Members Guide leaflet for amendment/approval by Committee.
- Generally to promote Haslemere U3A by all available means, including posters, leaflets, and organising a presence at suitable local events.
- To carry out a comprehensive handover to a new Publicity Secretary when applicable.

***Media List held by Publicity Secretary***

## **ROLE DESCRIPTIONS for CO-OPTED MEMBERS**

### **EXCURSIONS SECRETARY**

*Approved by Committee 1 November 2021*

#### **Purpose of role**

To organise excursions for members (currently 2 p.a.)

#### **General duties**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events.

#### **Specific duties include:**

- To research suitable venues and determine the cost
- To discuss with the Committee and determine their view
- When agreed, to book both the venue and travel arrangements
- To arrange for the outings to be included in the Members' Guide and on the website
- To receive names of members who wish to go on the visit and receive payment for the trip
- In the event of coach travel, to ensure that a suitable tip is paid to the driver
- To arrange with the Treasurer for payment of the necessary expenses involved
- To carry out a comprehensive handover to a new Excursions Secretary when applicable.

**Purpose of role:**

Assisting the Publicity Secretary and Membership Secretary. To be responsible for the production and printing of an annual Members' Guide containing information about the Haslemere U3A, its courses, speakers meetings and reports from the groups etc., in cooperation with other committee members.

**General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings. Help with social activities and promotional events.

**Specific duties include:*****Members' Guide***

- Set advance timetable for copy and agree with committee
- Produce and arrange to have printed an annual Members' Guide for distribution in August containing information about Haslemere U3A, chair and group reports, plus a programme of proposed meetings and courses for the forthcoming year.

***Forms***

- Update and have printed Membership Renewal forms and New Members forms

**Additional tasks undertaken include:*****Advertising Assistance***

- if necessary in the design, preparation and printing of advertising leaflets, address labels for mailshots and Members' Guide distribution, and party invitations.

***Other***

- To carry out a comprehensive handover to a new Publicity Assistant when applicable.

## **WEBMASTER**     *Approved by Committee 1 November 2021*

### **Purpose of role:**

To provide an environment enabling the committee and group representatives to keep the website up to date.

### **Specific duties include:**

- To provide advice and guidance to those members authorised to maintain the website.
- To monitor the website in line with the U3A guidelines.
- To carry out a comprehensive handover to a new Webmaster when applicable.

## **SOCIAL MEDIA CO-ORDINATOR** *Approved by Committee 1 November 2021*

### **Purpose of role**

To publicise u3a Haslemere events and activities to people on social media and therefore reach a younger age group who may not have thought of joining u3a before.

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings. Help with social activities and promotional events.

### **Specific duties include:**

- To promote groups showing the diversity of what u3a has to offer
- To publish interesting photos/videos of various groups
- To liaise with the Publicity Secretary and Committee about upcoming events
- To share u3a posts with other pages/groups on Facebook to reach a wider audience
- To share any relevant posts from the main u3a Facebook page
- To carry out a comprehensive handover to a new Social Media Co-ordinator when applicable.

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