

HOPE VALLEY U3A EXECUTIVE COMMITTEE

JOB DESCRIPTIONS FOR OFFICERS AND COMMITTEE MEMBERS

CHAIRMAN

The Chairman is the public face of HV U3A, providing overall strategic leadership and guidance.

Tasks –

1. To chair the Open and Exec meetings of HV U3A.
2. To preserve order at all meetings, keeping to time and agenda.
3. To organise (with the secretary) the Open and Exec meetings.
4. To monitor and guide development of the HV U3A.

In recent years the Chairman has also been responsible for arranging the speakers for the Open meetings.

VICE CHAIRMAN

The Vice Chairman (already a member of the Exec committee) will need to substitute for the Chairman when necessary and skills needed will be similar.

SECRETARY

The Secretary is the committee scribe and its organiser and often most involved in the practical running of HV U3A.

Tasks – (all in agreement with Chairman)

1. To arrange and distribute the Executive Committee Agenda.
2. To arrange meetings venues.
3. To take write and distribute minutes of the Executive meetings.
4. To deal with correspondence.
5. To maintain accurate records.
6. To be a point of contact between meetings.
7. To be a link to National Office.

TREASURER

The Treasurer deals with the internal and external finances of HV U3A.

Tasks – (in agreement with Committee)

1. To open and operate the bank account for HV U3A.
2. To ensure Exec committee has agreed procedures for handling financial matters.
3. To guide the committee on level of subs.
4. To pay agreed invoices and expenses and keep receipts.
5. To maintain accurate and detailed records as per Charity Law.
6. To report to Exec at each meeting.
7. To prepare the budget and also statement of accounts for AGM.

GIFT AID OFFICER

The Gift Aid Officer (already a member of the Exec Committee) will liaise with the Membership Secretary and Treasurer in order to make the yearly Gift Aid list; and fill in and send off the application form for Gift Aid claim.

MEMBERSHIP SECRETARY

The Membership Secretary maintains the database of members, including subscriptions payment, contact details, U3A magazine sub and Gift Aid consent.

Tasks – (in agreement with Committee)

1. Deal with membership applications and renewals promptly including receipt of subs.

2. Maintain accurate records and membership forms in accordance with U3A guidance and Data Protection legislation.
3. Report monthly membership figures to the Exec Committee.
4. Liaise with the Treasurer and with the person dealing with Gift Aid.
5. Be at Open meetings, or arrange cover, to deal with attendance record, new members and renewals.

SPEAKER FINDER

The Speaker finder arranges and organises interesting and varied speakers for the Open meetings.

Tasks – (in agreement with committee.)

1. To arrange speakers at monthly Open meetings. (e.g. organise speaker (and a possible reserve speaker), confirm, arrange payment of fee, pass on accurate description of speaker and subject to publicity officer.
2. Contact speaker approximately 2 weeks before meeting. At Open meeting arrange parking space, greet, organise (including IT) and introduce speaker to Chairman.

GROUP CO-ORDINATORS (2)

The Group Co-ordinators support existing and new interest groups and liaise between convenors, members and Exec.

Tasks –

1. Keep up-to-date lists of interest groups and convenors.
2. Organise Convenors meetings as needed.
3. Assist any members wishing to start a new group.
4. Provide ways for members to join interest groups at Open meetings and via the website.
5. Encourage Convenors to use the website and Open meetings to publicise HV U3A and their groups.
6. Attend and report to the Exec committee meetings.

PUBLICITY OFFICER

The Publicity Officer organises all publicity and advertising for HV U3A.

Tasks – (in agreement with committee)

1. Email members and create posters with details of monthly Open meeting and speaker.
2. Liaise with Speaker Finder.
3. Generate and distribute publicity material for local media
4. Attend and report to Exec committee.

GENERAL COMMITTEE MEMBER (several)

To be an independent member of and give support to the Exec committee.

1. To attend Exec meetings and help at Open meetings.
2. Where applicable, to provide feedback as a general member of the committee.
3. To undertake specific responsibilities as may be requested by Chairman and agreed by committee and the general committee member.