

Roles of Committee Members

Duties and Responsibilities of Officers and Committee Members of the Lancing and Sompting U3A

Committee members are also trustees of the charity that is Lancing & Sompting U3A. A summary of the [responsibilities of trustees](#) can be found at the link. In addition trustees are required to accept the [Code of Conduct](#) for U3A Trustees in order to satisfy the Charity Commissioners.

The committee has also agreed the Third Age Trust document [Sorting out Problems](#) as a grievance procedure.

Chair (See Job Role specific document)

1. Chair General Meetings, Annual and Special General Meetings, Committee Meetings.
2. Set and approve the Agenda and frequency for all Meetings as above, taking account of representations from members, both within and outside the Committee.
3. Seek to ensure that the aims and objects of the U3A, as set out in its branch Constitution, are upheld.
4. Liaise with Secretary, Treasurer, Membership Secretary, Newsletter Editor, Committee members, Group Coordinators, general members, as required.
5. Liaise as required with the Third Age Trust and other U3As, especially within the SUN Region, as appropriate.
6. Act as a Trustee, along with all elected Officers and Committee members.

Vice Chair (See Job Role specific document)

Deputise and assist the Chairperson whenever necessary. (This role may be combined with another non-officer post).

Note: The Vice-Chair is not automatically required to succeed the Chair.

1. Advise and assist the Chair and other committee members as required.
2. To be aware of all requirements of the Chair's role in order to be able to deputise for him/her.
3. If required perform any of the Chair's tasks as notated.

Secretary (See Job Role specific document)

1. Take Minutes of all U3A AGMs, Committee Meetings and distribute, as appropriate.
2. Complete the Charities Commission Annual Return on-line (June).
3. Liaise with Chairman on Agenda for Meetings and distribute to members/Committee/Coordinators as appropriate.
4. Liaise with Chairman, Treasurer, Membership Secretary and Committee on administrative matters.
5. Receive U3A mail from Third Age Trust and other bodies and respond as required.
6. Ensure records of U3A business are maintained and forward records to archivist as/when appropriate.
7. Provide current information and a copy of the Committee Meeting minutes, on the information table at the monthly Members' Meeting.
8. Act as a U3A Trustee, along with all elected Officers and Committee members.
9. Conduct correspondence on behalf of the U3A as required.

Treasurer (See Job Role specific document)

1. Look after all incoming and outgoing financial transactions within the U3A, including income (from subscriptions, general and group meetings, events) and outgoings (expenses, external payments).
2. Present annual accounts for perusal by the Independent Examiner and then to members for approval at the AGM.
3. Keep the Chairman and Committee informed of financial movements on a regular basis throughout the year, as appropriate.
4. Liaise with the Membership Secretary regarding members' subscriptions and Gift Aid.
5. Apply to HMRC for implementation of Gift Aid repayments.
6. Adjust amounts held in Current Account / Savings Account, as appropriate.
7. Act as a signatory on U3A cheques, along with two other committee members (two signatures from three required).
8. Act as a Trustee, along with all elected Officers and Committee members.

Webmaster (See Job Role specific document)

1. Liaise with the National Site Builder Support team who maintain the hosting service for our website and familiarise yourself with the Site's capabilities.
2. Update events, details of Committee members, Group information, current Membership Application forms and correct pro rata fees, attach Quarterly Newsletters and provide links to National website and SUN website. Delete out of date information.
3. Add new Groups and delete defunct Groups.
4. Encourage the Group Coordinators, to keep their Group information up to date, including details of future programmes and meetings.
5. Provide details of SUN events such as Workshops and Study Days.
6. Provide details of any pertinent changes in legislation.

Interest Group Coordinator (See Job Role specific document)

1. To act as liaison between the Committee and Group Coordinators.
2. To hold quarterly Meetings with Interest Group Coordinators to pass on any relevant information from Committee Meetings, changes in Legislation and National Office and to hear reports on the running of individual Groups.
3. To prepare and circulate Minutes of such Quarterly Meetings and supply a copy for display to members at the monthly General Meetings
4. To act as supportive overseer of Groups and their Coordinators, giving help and advice as required, but without undue interference or intervention in the day to day running of any Group.
5. To nurture the setting up of new Groups as and when suggested by members or when existing Groups become full.
6. To endeavour to resolve any disputes which arise in the running of any Group.
7. To encourage the participation of Groups at the Annual Exhibition of Work and to assist in the planning and running of the Exhibition.
8. To assist in the planning and running of other Events organised by the Committee.
9. To supervise the annual inspection of halls in compliance with the requirements of National Office Insurers.
10. To prepare pertinent notices for display to members at monthly General Meetings and to liaise with the Newsletter Editor to supply articles for the newsletter

Membership Secretary (See Job Role specific document)

1. Keep a record of current members (database).
2. Process applications for membership, payment of subscriptions and Gift Aid.
3. Liaise with Treasurer regarding members' payment of subscriptions and Gift Aid.
4. Supply membership cards to paid-up members.
5. Supply database information to Third Age Trust for distribution of national U3A News.
6. Act as a Trustee, along with all elected Officers and Committee members.

Publicity Officer (See Job Role specific document)

The Publicity Officer will be appointed by the committee, either one of its elected members or by co-option. The role will be as follows.

External publicity:

1. Publicise U3A general and group activities to the local press.
2. Make arrangements for posters and other publicity material to be displayed around the local area (normally by appointing other U3A members to put up and take down posters, etc.)
3. Speak to (or arrange other speakers from our members) non-U3A groups about our activities on request and by soliciting requests.
4. Ensure that good, current publicity material is available on the web site.
5. Through these activities and working with the membership secretary, encourage recruitment of new members.

Internal publicity:

6. Working particularly with the newsletter editor and the webmaster, facilitate awareness within our membership of the activities within our groups and those arranged by the Third Age Trust and the U3A SUN Region;
7. Look after the notice board, keeping it up-to-date and making it available at general meetings.

Talks Organiser (See Job Role specific document)

1. To arrange a series of talks for eight General Meetings each year. They should cover a range of topics likely to be of interest to U3A members. Effort should be made to establish that any speaker under consideration is recommended by members or other organisations as a good speaker.
2. To arrange all details with each speaker such as the date and any equipment required. To establish the fee required and approximate travel expenses and to arrange with the Treasurer how these will be paid. To ensure that the speaker talk and presentation should last about one hour.
3. To work within a guideline budget set by the committee each year and to inform the committee immediately if it appears that this budget will be exceeded.
4. To ensure that a parking space is reserved if required. To meet and greet the speaker about half an hour before the beginning of the meeting and to help with setting up any equipment. To provide the person introducing the speaker with a short CV and to arrange for a vote of thanks to be given at the end.
5. If unable to attend any talk to ensure that a named committee member accepts the responsibilities under 4 above.
6. The Talks Organiser could be an elected member of the committee or co-opted to the committee if he or she wished and the committee agreed. Otherwise to attend at least one committee meeting each year at which issues relating to the talks programme can be discussed.
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Newsletter Editor (See Job Role specific document)

1. To produce an interesting and informative newsletter for members at quarterly intervals. The content should include photographs, news items and other relevant items likely to be of interest to members, diary pages of future general and group activities, and reports of past group activities.
2. To obtain this material from group coordinators, committee members, any other members who wish to submit material and other suitable sources, such as the L&S web pages, SUN Region web pages, etc.
3. To receive any newsletter inserts from the committee and arrange for them to be printed for distribution with the newsletter.
4. To ensure that the printed copies of the newsletter are available in time for distribution at the January and subsequent quarterly General Meetings.
5. To discuss with the Treasurer any changes to the newsletter format likely to increase printing or other costs prior to incurring such costs.
6. The Newsletter Editor could be an elected member of the committee or co-opted to the committee if he or she wished and the committee agreed. Otherwise to attend at least one committee meeting each year at which issues relating to the newsletter can be discussed.

Committee Members (See Job Role specific document)

1. Attend Committee Meetings (six meetings a year) and Coordinators Meetings (one a year).
2. Participate in the organisation and management of the U3A.
3. Act as a Trustee, along with elected Officers and Committee members.
Note - this requirement does not apply to co-opted Committee members).

Welfare (See Job Role specific document)

1. Liaise with Coordinators and other members in order to identify individuals who might like some moral support.
2. Purchase, or make, and send cards, as is felt appropriate.
3. Keep Committee Members informed as and when it is felt necessary.

Equipment Officer (See Job Role specific document)

To maintain an Equipment Register detailing items purchased / held by Lancing & Sompting U3A and their designated location.

1. Be responsible for holding a key to the Equipment Cupboard located in the Ashcroft Room in Chesham House, Lancing.
2. Maintain a schedule of items held at Chesham House.
3. Maintain a schedule of items held by various Lancing & Sompting U3A members (normally Group Leaders).
4. To ensure the Equipment Register is updated at least annually.

MEET AND GREET ROLE

- Attend monthly meetings whenever possible
- Greet and chat to members as they arrive
- Seek out new members or potential new members, introduce yourself and explain all about the U3A.
- Seat new or potential new member with an established member.
- At the end of the meeting go back to new or potentially new member, exchange contact details, hand out forms, if necessary, give out group lists.
- Arrange to contact new or potential new member in a few days.

MEET AND GREET CO-ORDINATOR

- Attend monthly meetings whenever possible.
- Be noticeable.
- Be vigilant re new members or potential new members and connect them, if necessary, with Meeters and Greeters.
- Keep in touch with Membership Secretary.
- Follow up with new or potential new members.
- Have appropriate forms, group lists, etc., available