



LEIGH & DISTRICT U3A

JOB DESCRIPTION FOR COMMITTEE ROLES

DUTIES & RESPONSIBILITIES

Please see separate document for role of Chair, Webmaster, Beacon Administrator and Membership Secretary.

- Vice Chair
 - Deputises where required for the Chair in any of the Chair's Duties

- Publicity Officer
 - Publicises U3A events and activities to local press
 - Disseminates publicity material around the local area
 - Works with web master on publicity via the Web Site
 - Collects material for, and produces/edits the newsletter
 - Works with Events Coordinator on Open day

- Events coordinator
 - Responsible for managing the Events Sub Group
 - Researches and organises planned events
 - Collects money and maintains records for all events
 - Organises Christmas party, Open Day and any other relevant event

- Treasurer
 - Responsible for financial planning and policy
 - Responsible for buying equipment
 - Produce financial reports for each Committee Meeting and AGM
 - Collect room hire fees from Group Facilitators
 - Liaise with Events Coordinator re collection and payment of money for events
 - Responsible for ensuring insurance is in place
 - Submit annual Gift Aid Declaration to HMRC
 - Responsible for ensuring copyright licences are in place
 - Responsible for administering bank & Paypal accounts
 - Responsible for administering the Square account for debit/credit card income

- Groups Coordinator
 - Oversees running of groups
 - Assists in formation of new groups
 - Maintains contact with GFs and provides guidance to them via one to one contact and GFs meetings
 - Reflects concerns of GFs back to the Committee
- Speaker Secretary
 - Finds appropriate speakers and makes necessary arrangements
- All Committee Members
 - Comply with Charity Law and the requirements of the Charity Commission as regulator
 - Know, follow and promote the Principles of the U3A Movement at every opportunity
 - Always act in the best interests of Leigh and District U3A and the U3A Movement, strive to uphold its reputation and never do anything which could bring Leigh and District U3A or the U3A Movement into disrepute or expose it to undue risk
 - Use Leigh and District U3A's resources responsibly and only to further its stated charitable objects/purposes
 - Reflect the current organisational policy of Leigh and District U3A, regardless of whether it conflicts with personal views
 - Abide by Leigh and District U3A's governance procedures and practices
 - Never derive any pecuniary benefit from being a trustee and must notify the Chair of any gifts received
 - Inform the Chair before accepting an invitation to speak on behalf of the U3A
 - Treat fellow committee members courteously at all times and maintain a respectful attitude towards the opinions of others
 - Respect organisational, committee and individual confidentiality at all times.
 - Study the agenda for committee meetings and all supporting papers prior to the meeting and strive to attend all meetings