

LIMEBROOK MALDON U3A

ROLES of OFFICERS on THE COMMITTEE



Chairperson/ Acting Chairperson

- To maintain the aims and objectives of the U3A
- To act as Spokesperson for the committee as and when required and to have the right to delegate this function if appropriate
- To ensure that meetings are conducted in a calm, orderly and efficient manner and that correct procedure is followed at all times
- To ensure that the agenda is adhered to at all times and that discussions are not allowed to deviate from the topic under consideration
- To receive reports from other officers on the committee and to encourage the participation of all members and the expression of all points of view
- To guide the discussion in a positive manner and to assume a neutral role when appropriate
- To draw discussions to a conclusion, to summarise fairly the arguments “for and against” an issue and to ensure that all members are aware of and understand any decisions that are taken
- To have the right to exercise the casting vote when this is required
- To ensure that decisions are followed through in conjunction with the Secretary or another appropriate member of the committee

The Chairperson/Acting Chairperson is assisted and supported by a Vice-Chairperson whose main responsibility is to deputise for the Chairperson/Acting Chairperson as and when required

- NB – bullets 3-9 apply also to the committee member who is chairing a Committee meeting

Secretary

- To construct the agenda for the meeting in consultation with all committee members
- To send out agendas and any other relevant documents at least 48 hours before any meeting
- To keep the chairman well informed
- To keep copies of the minutes and other papers
- To convey decisions taken to people who may be required to take action
- To take action as required following the meeting
- To deal with correspondence following discussion with the chairman
- To be the link with the national office and to ensure that information is relayed to the committee and passed on to the membership

NB The Secretary will be assisted by the Minutes Secretary whose role is:
To take fair and accurate minutes of the meetings and
To write the minutes and circulate them to the committee for agreement

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Treasurer

- To open and operate bank account(s)
- To make a recommendation on cheque signatories for committee approval
- To maintain accurate and detailed financial records in accordance with the requirements of charity law
- To report to the committee on finance at each meeting
- To prepare the statement of accounts for examination and presentation to the AGM
- To prepare a budget annually
- To recommend the level of subscription to be paid by the members
- To pay approved invoices
- To pay agreed expenses
- To keep all receipts
- To ensure that the committee has agreed appropriate procedures for the handling of financial matters

NB The Treasurer is supported by an assistant who has a particular responsibility for managing the finances of the Social and Theatre groups. The Assistant Treasurer, who is responsible and accountable to the Treasurer at all times, will liaise with the Social and Theatre Interest group leaders in order to establish efficient, effective and transparent financial management procedures.

Membership Secretary

- To provide membership forms to prospective members.
- To process application forms, sending out membership cards, collecting subscriptions and passing onto Treasurer.
- To ensure the safe keeping of application forms.
- To keep a data base of membership contact details.
- To maintain an Attendance Register for monthly meetings and collate a spreadsheet of attendance registers
- To contact members who have not attended recently.
- To maintain and update the Third Age Trust Direct Mail Scheme
- To report membership issues to the committee

Interest group Co-ordinator

- To ensure the interest groups are timetabled to allow for maximum participation.
- To coordinate support for new groups or groups that may be in difficulties.
- To be the focus for pooling ideas between group leaders on all aspects of group leadership.
- To canvass for new group leaders.
- To organize group leader meetings for inter-communication, social and other purposes such as discussing new initiatives.
- To speak up for and supporting group leaders generally and to devise ways for the U3A to show its appreciation of its group leaders.
- To liaise with the committee on all aspects of interest groups.
- To liaise with group leaders to talk about their interest group at monthly meetings as and when necessary