

MIU3A Executive Committee Post Descriptions

These short post descriptions give an overview of each role on the Executive Committee.

The Officers

1. Chairman

The Chairman is in overall charge of organising and running MIU3A. The Chairman's responsibilities include: ensuring that a legal, financial and operational framework is in place to support the objectives of MIU3A; ensuring that all members of the Executive Committee are aware of their responsibilities as Trustees; chairing and controlling all Executive Committee meetings, representing MIU3A to other U3As and National Office; preparing an Annual Report for the AGM.

2. Vice Chairman & Publicity Officer.

- a) Deputises for the Chairman when necessary.
- b) Produces a publicity plan with the objective of ensuring that MIU3A activities are kept in the local 'public eye'. This may include maintaining regular contact with local newspapers, other local publications and local radio stations to ensure that information about the aims of the U3A generally and MIU3A specifically are given as much publicity as possible.

3. Secretary

The Secretary looks after the administration of MIU3A. The duties of the Secretary include: receiving and sending communications on behalf of the MIU3A; producing an agenda for each Executive Committee meeting; maintaining the MIU3A Policy File; organising the AGM; taking minutes at the AGM; arranging bookings of Beechwood Hall; responding to general enquiries from the MIU3A website; keeping appropriate records.

4. Treasurer

The Treasurer accounts for all monies held by MIU3A, whether centrally or by individual Groups. This includes: keeping detailed financial accounts; ensuring that the Executive Committee has agreed appropriate procedures for financial matters; providing regular financial reports to the Executive Committee; recommending the membership subscription level; administering the MIU3A bank accounts; processing the refund of Gift Aid from HMRC; producing an independently examined year-end financial report and accounts for the AGM.

Further Committee Posts

5. Membership Secretary

The Membership Secretary's duties include: maintaining an electronic record of member's details; processing new members' application forms; replying to enquiries about MIU3A membership; maintaining the subscription list for U3A Matters magazine; liaising with the Newsletter Editor to send out Newsletters to the Membership.

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6. Interest Group Coordinator

The Interest Group Coordinator is the link from the Interest Groups to the Committee. The Interest Group Coordinator's role includes: liaising with the Committee on all aspects of Interest Groups; speaking up for Group Facilitators generally; canvassing for new Group Facilitators; ensuring that Group Facilitators are aware of their responsibilities; organising Group Facilitator meetings for the purposes of education and inter-communication.

7. Social Secretary

The Social Secretary organises and oversees all aspects of social events. He/she agrees a programme of viable outings with the Executive Committee. For each outing, the Social Secretary's role then includes: organising the details (such as coach hire and venue admittance); publicising the outing; accepting application forms, along with monies collected on behalf of the Treasurer; keeping a financial account.

8. Newsletter Editor

The Newsletter Editor is responsible for the editorial content and production of a succinct but interesting MIU3A Newsletter. This role includes: producing deadlines for submission of articles for the Newsletter; editing the received articles as required; compiling the Newsletter; liaising with the Membership Secretary to send out the Newsletter to the Membership. The Newsletter is currently produced 6 times a year using Microsoft Publisher.

9. Monthly Meeting Coordinator

The Monthly Meeting Coordinator is responsible for coordinating all aspects of the MIU3A monthly meeting. The Monthly Meeting Organiser's role includes: liaising with the Chairman/Vice Chairman on the content of each meeting; liaising with the Speaker Organiser; liaising with equipment holders to ensure the required equipment is brought to the meeting; coordinating the member volunteer system for welcome stewards, hall set up, hall clearing and refreshment production.

10. Speaker Coordinator

The Speaker Coordinator finds and books speakers for monthly meetings. The Speaker Coordinator's responsibilities include: confirming arrangements with the speaker nearer the time; liaising with the Monthly Meeting Coordinator to ensure that any required equipment will be available on the day; liaising with the Newsletter Editor and the Website Administrator to ensure that the programme of speakers is publicised.

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11. Website Administrator

The Website Administrator is responsible for the design development and maintenance of the website. This role includes: working with the MIU3A Committee and members to gather most useful and up-to-date information; acting as managing editor for the website, setting and maintaining standards and overseeing the written, visual and audio content.

12. Minutes Secretary

The Minutes Secretary: takes minutes at all Executive Committee meetings; agrees the draft with the Chairman and then sends the minutes out to the Executive Committee members.

Christine York,
Secretary

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