

Welcome to the Mansfield and District u3a Committee

A huge welcome to the Committee. Without people like you stepping forward and possibly putting yourself outside your comfort zone, our u3a simply would not continue to exist. The chances are you have volunteered because you are a “doer” and want to make a contribution to the success of our u3a. The payback is the enjoyment we get from working as part of the team, doing something useful and providing a service for nearly 300 members. I have a personal philosophy that we should make the most of life and the u3a couldn't be a better opportunity to put that into practice.

I hope you find the information that follows useful and that it will help you to undertake your role on the Committee. Much of it will probably be used occasionally; some of it we hope we will never need, but it's always useful to have such information to hand if ever we do. Please remember that there is always support available so if you do have any questions, just ask.

A massive thank you for all you are doing. Enjoy your role on the Committee and know that you are one of those key people keeping our u3a in full swing!

Elaine Huckerby

Trustees' Responsibilities and Duties

A u3a's Committee members take on the role of Trustees of the charity.

- Committee members are responsible for the governance of the u3a including directing how it is managed and run.
- The Trustees must make sure that the u3a is carrying out the purpose for which it is set up, and that all resources and funds are used only in furthering its charitable objective. Trustees are collectively responsible for ensuring that a u3a fulfils its charitable objectives and does not stray beyond them. The central purpose of every u3a is educational.
- Trustees collectively are responsible for the safe custody of members' money.
- There is a Trustee Code of Conduct that is appended to this pack and is available on the Mansfield u3a website. Please read it carefully as you will be asked to confirm your acceptance of it.
- You can find other useful information on the Mansfield u3a website, including the Constitution.

Trustee Indemnity Insurance

Committee members are covered by Trustee Indemnity Insurance provided through the Third Age Trust. The insurance protects u3a Trustees both individually and as a board, against a genuine mistake or error of judgement providing that they have acted responsibly and followed the u3a's Constitution. Where this is deemed not to be the case, Trustees risk being held personally responsible and not being covered by indemnity insurance. The indemnity insurance will not protect against criminal law.

In the event of any irregularity at either main Committee or group level, the Trustees are potentially liable if they have not taken all reasonable steps to minimise risks. Trustees must follow the requirements of the appropriate regulatory authority for England in relation to any reporting requirements. It is not possible for an individual Trustee to opt out of collective responsibility. In addition, responsibility must never be given to a Group Leader or Group Coordinator to operate a group that is in any way detached from the u3a.

Trustees retain overall responsibility of the u3a and its activities. All money collected is the property of the u3a and it must all be accounted for to the membership at the AGM and to the appropriate regulatory authority, as required.

Your role and responsibilities

Role description – Chair

1. Role summary

- **To provide inclusive and democratic leadership of the board of Trustees (the Committee).**
- **To ensure the Committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of Mansfield u3a.**
- **To ensure Mansfield u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the Constitution) and complies with charity law and other relevant legislation.**
- **To ensure the u3a upholds the guiding principles.**
- **To oversee adherence to the terms and conditions of affiliation to the Third Age Trust.**
- **To ensure the effective and efficient administration of Mansfield u3a.**
- **To safeguard the good name and values of the u3a organisation.**

Role description – Treasurer

2. Role summary

- **To oversee the finances of the u3a in line with good practice and in accordance with the U3A's governing document (Constitution), the wishes of the board (the Committee) and charity legislation.**
- **To take day to day responsibility for the u3a's finances.**
- **To provide regular reports to the Board on the financial position of the u3a.**
- **To ensure the financial resources meet the present and future needs of the u3a.**

- To ensure effective measures, controls and procedures are put in place which are appropriate to the u3a and will safeguard assets and ensure financial security.
- To be instrumental in the development and implementation of appropriate financial, reserves and investment policies in line with the charitable objects/purposes of the u3a.

Role description – Business Secretary

3. Role summary

- To support the Chair in ensuring the smooth running of the Committee.
- To take overall responsibility for the day to day administration of the u3a.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the Committee.

Role description – Membership Secretary

4. Role summary

- To provide information to prospective members.
- To be responsible for the paperwork and administration pertaining to u3a membership.
- To maintain accurate membership records in the desired format.

Role Description - Vice Chair

1. Role summary

- Uphold the constitution of the Mansfield and District u3a.
- Be aware of the common responsibilities of all Committee members.
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Be prepared to help the Chair induct new Committee members.

Role description – Groups Coordinator

5. Role summary

Setting up and supporting new groups

- **Recruitment, induction and ongoing support for new Group Leaders.**
- **Gathering input from members on suggestions for new interest groups.**
- **Helping to publicise new groups via the local u3a website, newsletter, monthly meetings etc.**
- **Maintaining regular contact with groups and providing support with any challenges.**
- **Monitoring and collecting information about group numbers and where there are waiting lists encouraging members to start new groups**

Role description – Speaker Finder

6. Role summary

TO BOOK A SPEAKER FOR EACH MEMBERS MEETING AS REQUIRED

Role description – Group Leader

7. Role summary

To establish and maintain an interest group through organising group meetings, carrying out administrative tasks and communicating with group members and the u3a's Groups Coordinator.

Committee meetings

Regular Committee meetings play a key part in running the u3a effectively. We meet once a month and the dates are published for the whole year. The current venue for meetings is the Bowling Club, Chesterfield Road. The Chair and Secretary are responsible for organising committee meetings. An agenda is set for the meeting which will be sent to Committee members in advance along with any papers. The golden rules for an effective Committee meeting are:

- Prepare beforehand
- Be involved
- Explore the issue
- Take responsibility
- Make decisions
- Follow them up

Once a Committee decision has been reached, Committee members are expected to accept and abide by it. Opinions expressed in meetings should be regarded as confidential.

Sometimes specific tasks might be referred to a sub-committee. The main Committee must agree the terms of reference of the sub-committee, which, unless stated otherwise, will be that its role is advisory, and it does not have decision-making powers or expenditure authority. The trustees of the main Committee will retain full responsibility of the task or function delegated to the sub-committee.

Nottinghamshire Network of u3as

There are currently 33 u3as in the Network. Peer Support Groups (PSGs) exist for some Committee roles. They were originally set up at the request of u3a members to provide help, support, and knowledge to new and longstanding committee members. All meetings are held by Zoom.

- **Chairs' PSG** administered by Rosie Allen rosieallen21@outlook.com
- **Publicity PSG** (includes Webmasters) Paul Martinez: pkmartinez14@gmail.com
- **Treasurers' PSG** – Administered by Jan Clarke-Humphries: treasurer1su3a@gmail.com
- **Secretaries' PSG** administered by Yvonne Haynes: wbu3asec@gmail.com
- **Membership Secretaries' PSG** (Pat Lockett, Retford u3a)
- **Groups Co-ordinators' PSG** - Administered by [Kathryn Tuddenham](mailto:KathrynTuddenham@wbu3agroups1@gmail.com): wbu3agroups1@gmail.com
- **Speaker Seekers' PSG** set up as a Google Group to contact one another. Contact paul.fileman@btinternet.com to be included in the group to share information on speakers.

If you are interested in joining the Nottinghamshire Network PSG's, then please contact margot.nottsnetwork@outlook.com who will pass your details to the relevant PSG Coordinator.

Policies

Like any organisation, our u3a must comply with the law. Here is a summary of our main policies that particularly relate to your role as a Committee member. The full versions, when you feel up to digesting them, are on the Mansfield and District u3a website. [Policies](#)

Please make sure you are familiar with these main points and refer to them and the full policies should there be a need.

Equality, Diversity, and Inclusion Policy

The Equality Act states that we cannot treat someone unfairly because of:

- Ethnic origin, nationality, or race
- Age
- Disability
- Religion or belief
- Marital or civil partnership status
- Gender Reassignment
- Political belief
- Pregnancy (I know this one if unlikely!)

This means that we have a responsibility to make “reasonable adjustments” to meet members’ particular needs. As a Committee, we must review those adjustments and take practical steps to include those with needs in our activities. We can access support from the National u3a Office should we need it.

This might include:

- The time and location of meetings
- Facilities for wheelchairs users and those with mobility issues
- Provision for the hard of hearing or visually impaired
- Communication with those without email or internet access
- Recruiting new members from underrepresented groups
- Identifying trends in membership
- Ensuring Group Leaders are aware of accessibility needs and taking steps to make reasonable adjustments.
- We appoint an Accessibility Officer from either the Committee or from the membership, who will discuss any necessary adjustments. You can read more about accessibility in the next section.

The Committee has a responsibility to deal with any harassment or discrimination. Members are asked to report such behaviour to a Committee member. If you receive such a report, please inform the Chair or Vice-Chair as soon as possible.

Accessibility Policy

This policy provides a reference point for you as a Committee member.

We must, where possible, make reasonable adjustments to accommodate the needs of members with disabilities or health-related needs. As a u3a, we ask members when they renew their membership, or join as new members, to inform us of any needs they wish to bring to our attention.

Members who experience hearing difficulties or are visually impaired can be seated at the front of the Monthly Members' meeting on request. The One Call Stadium room is accessible to those with mobility issues, and we use a sound system. The Committee has a responsibility to review the accessibility to these meetings.

We hold a database of venues outlining the facilities offered by each venue and have a responsibility to keep these under review to ensure accessibility to our events and activities.

The Accessibility Officer will liaise with Group Leaders to check that groups are accessible and discuss possible adjustments. For example, a change of venue might be needed to accommodate wheelchair use. If you become aware of the need for adjustments, please inform the Accessibility Officer.

There may be occasions where, following assessment of an individual's needs, it is not possible to make the necessary adjustments and they are not able to participate in certain activities. This decision will only be taken after a discussion with the member.

We can access support from the National u3a Office should we need it.

Safeguarding Policy

The term "safeguarding" refers to measures in place to protect the health, wellbeing, and human rights of vulnerable individuals.

All Mansfield u3a members have a responsibility to report any safeguarding concerns to the Committee. Group Leaders are told to pass safeguarding concerns to a Committee member. **Please do not try to deal with this yourself - pass the concern on to the Safeguarding Officer, Chair or Vice-Chair.**

We have a Safeguarding Officer who is trained in how to deal with the situation.

Safeguarding procedures might be needed where there is:

- An unkempt appearance
- Significant weight loss or gain
- A change in behaviour
- Threats of physical harm or bullying
- Fear of a group or an individual within a group
- Physical injury
- A disclosure – the member reports abuse.

If a member tells you of a safeguarding concern:

- Stay calm and try not to show shock or pass judgement
- Listen carefully and give them time
- Don't stop them talking – they may have other things to tell you

- Be sympathetic but don't make promises you can't keep
- Be aware that medical evidence might be needed
- Tell the person they were right to tell you, that it is not their fault, that you are going to inform the Safeguarding Officer and you will take steps to protect them.
- **Write down what has been said, using the member's own words, and contact the Safeguarding Officer, the Chair or Vice-Chair. Once you have passed this on, you do not need to do anything else.**

Data Protection Policy

Data Protection is about how we store and process members' information, and how we protect the rights of our members. As Committee members, you may have access to certain information (data), such as names, addresses, phone numbers, email addresses and financial information. Access to members' data will be on a need-to-know basis depending on your role on the Committee.

- Ask only for data that you actually need e.g., if you don't intend to use email then don't ask for addresses
- You must ask for consent if you want to use data in a new way e.g., setting up a What's App group using phone numbers you have already been given
- Do not use the data for any other purpose other than u3a activities
- Do not share data with anyone else without the member's consent
- Keep the data safe, whether it is in electronic or paper form - use strong passwords for electronically stored data and do not share passwords.

Photographs are personal data. When you take group or individual photographs you should ask members to move out of shot if they do not wish their photograph to be taken. You should tell members where the photos will be displayed (usually this will be in the Newsletter). There is a statement to this effect in the Newsletter, so all members are aware.

- Appropriate use of information provided by members will include:
- Communication about u3a events and activities
- Group Leaders communicating with group members about specific group activities
- Member information to the company distributing Third Age Matters – the Trust publication
- Membership and/or renewal information
- Specific u3a related issues

Financial data will be stored for six years in line with HMRC requirements; other data will be stored for the duration of the individual's membership.

If there is a data breach, the Committee will be made aware of it and how the breach occurred. Steps will be taken to rectify the cause of the breach and to prevent any further breaches.

You can find more explanation about the rationale and practicalities behind the retention and sharing of members' data in the Privacy Policy on the Mansfield and District u3a website.

Appendix

Trustee Code of Conduct

- Mansfield & District u3a has adopted a Trustee Code of Conduct which is an agreement between Mansfield & District u3a and individual Committee members which clarifies the standard of behaviour expected in the performance of their role.
- Mansfield & District u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of Mansfield & District u3a.
- Trustees should make themselves aware of guidance from their charity regulatory authority.
- Trustees must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available on the [u3a website](#)).
- Trustees must always act in the best interests of Mansfield & District u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring Mansfield & District u3a or the u3a movement into disrepute or expose it to undue risk.
- Trustees must use their u3a's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of Mansfield & District u3a, regardless of whether it conflicts with their personal views.
- Trustees should inform the Chair before accepting an invitation to speak on behalf of Mansfield & District u3a.
- Trustees are expected to always treat fellow Committee members courteously and maintain a respectful attitude towards the opinions of others.
- Organisational, Committee and individual confidentiality must always be respected.
- All Committee members must satisfy the relevant regulatory body's requirements for being Trustees.
- Trustees are expected to abide by Mansfield & District u3a's governance procedures and practices.
- Trustees must never derive any pecuniary benefit from being a Trustee and must notify the Chair of any gifts received.

Requirements of a Trustee

- Trustees must read the Charity Commission leaflet CC3 entitled [‘The Essential Trustee – what you need to know, what you need to do’](#) which can be downloaded from the Charity Commission website.
- Trustees must comply with Charity Law and the requirements of the Charity Commission as regulator.

- Trustees are expected to know, follow and promote the Principles of the u3a Movement (available on the [u3a website](http://www.u3a.org.uk)) at every opportunity.

Committee Meetings – specific requirements

Please refer to the document Trustee Responsibilities available to download from www.u3a.org.uk/advice.

Declaration

Current and newly elected Trustees should be asked to confirm their acceptance of the code which should be minuted.

Related documentation

- [Principles of the u3a Movement](#)
- Member Code of Conduct
- Trustee responsibilities
- Trustee induction

Where the document isn't hyperlinked above, it can be accessed on the advice page of the u3a website: www.u3a.org.uk/advice.

Support, Advice and Information

The u3a run a number of online workshops to support Trustees, including 'Running your u3a – Information for Trustees'. More information about these workshops and how to book can be found on the u3a workshops page: www.u3a.org.uk/advice/workshops.

All members can also contact the u3a office for information and advice by calling 020 84666139 or emailing: u3a.office@u3a.org.uk.