



Role descriptions for MKHD u3a committee members

- 1. Chair**
- 2. Vice-Chair**
- 3. Secretary**
- 4. Treasurer**
- 5. Membership Secretary**
- 6. Interest Group Coordinator**
- 7. Social Secretary**
- 8. Communications Secretary**

Executive Committee – Role Description for Chair

A. General Responsibilities

To uphold the aims and objectives of the Moseley Kings Heath and District u3a as the Chair of the Executive Committee.

To lead the Executive Committee to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To lead the Executive Committee to ensure the ongoing effective operation of the u3a in the interests of members, seeking opportunities to improve services or pursue new objectives where desirable.

To uphold the MKHD u3a constitution.

To liaise with national and regional u3a and South Birmingham district u3as as necessary.

C. Main Responsibilities

1. To chair the AGM, members' monthly general meetings and other important meetings of the u3a.
2. To act on behalf of the Executive Committee on important issues at local, regional and national level.
3. To agree an agenda for monthly Executive Committee (EC) meetings, chair the monthly EC meetings and provide effective leadership to the EC.
4. To liaise with the Minute secretary (not an EC member), edit and proof read the minutes and circulate the finalised document to EC members.
5. To oversee and undertake a variety of tasks to enable the u3a to function efficiently, including overall responsibility for the u3a website.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is an officer post

Last reviewed October 2022

Executive Committee – Role Description for Vice-Chair

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To deputise for the Chair where required in leading the Executive Committee to ensure the ongoing effective operation of the u3a in the interests of members.

To lead initiatives to, seeking opportunities to improve services or pursue new objectives where agreed.

To liaise with national and regional u3a and South Birmingham District u3as as necessary.

C. Main Responsibilities

1. To deputise for the Chair in chairing the AGM, members' monthly general meetings and other important meetings of the u3a.
2. To deputise for the Chair in chairing monthly Executive Committee (EC) meetings, agreeing agendas for the EC and proof reading, editing and circulating finalised EC minutes, when required.
3. To take over the Chair's responsibilities in the event of the Chair vacating the post
4. To act on behalf of the Executive Committee on important issues at local, regional and national level.
5. To oversee and undertake a variety of tasks to enable the u3a to function efficiently, improve services or pursue new objectives.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is an officer post

Last reviewed October 2022

Executive Committee – Role Description for Secretary

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To take responsibility for advising the Executive Committee on constitutional and legal matters and matters of policy and procedure, liaising with national and regional u3a offices as necessary.

C. Main responsibilities

1. To draft policies and procedures for Executive Committee approval.
2. To advise the Executive Committee on legal and constitutional matters, including insurance and health & safety, after consulting National u3a or taking professional advice if necessary.
3. To ensure that these policies and procedures, constitutional and legal matters are duly publicised to the Moseley, Kings Heath District u3a membership.
4. To pass on to the Executive Committee any relevant constitutional, legal or procedural information from the National and Regional U3A offices.
5. To update and maintain the entry on the Charity Commission website and supply the required membership and committee information to the u3a Trust

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is an officer post

Last reviewed October 2022

Executive Committee – Role Description for Treasurer

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To provide stewardship of the u3a's finances on behalf of the Executive Committee

To ensure that the u3a funds are employed for the purpose for which they were given.

To provide an accurate picture of the u3a's income and expenditure for the Executive Committee and the membership.

C. Main Responsibilities

1. To provide continuing oversight of the financial transactions of the u3a during the year
2. To authorise payments from u3a funds within agreed limits
3. To keep records, appropriately detailed, of incoming and outgoing funds
4. To prepare the end-of-year accounts, including details of income and expenditure, together with an Annual Report of the u3a's financial situation
5. To ensure that financial reserves are kept at an appropriate level, and are sufficient to meet expenditure without having recourse to borrowing
6. To lead the Finance Sub-Committee and, in conjunction with it, prepare, review and contribute to documents related to the u3a's finances, as required by the Executive Committee.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is an officer post

Last reviewed October 2022

Executive Committee – Role Description for Membership Secretary

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To be the committee member responsible for all membership matters, maintain and update membership records and manage the process for membership subscriptions and renewals.

C. Main Responsibilities

1. To respond to membership enquiries and provide membership information including ensuring that the enquiries desk at the monthly meeting is manned to deal with membership enquiries.
2. To enrol new members.
3. To maintain membership records as required, using Beacon, the u3a management system.
4. To pass any cheques or cash to the Treasurer; for those joining or renewing via PayPal, fees are paid electronically and the Treasurer is notified direct.
5. To send a copy of the Monthly Newsletter via email to Abacus, who mail out hard copies to those without email.
6. To send a list of current members to the Direct Mail company in the required format via Beacon five times a year as specified by national u3a to enable the dispatch of Third Age Matters.
7. To be familiar with Beacon – the system which facilitates most of the above.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is a non-officer post

Last reviewed October 2022

Executive Committee – Role Description for Interest Group Coordinator

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To advise and assist members to set up new Interest Groups, and to support ongoing Interest Groups

C. Main Responsibilities

1. To set up and offer guidance on new Interest Groups in liaison with Start-up Leaders
2. To help maintain records of active Interest Groups on the Beacon Management system, and encourage and advise Group Leaders on its use.
3. To circulate updated information about Interest Groups via email, Newsletter, Monthly Meetings and website.
4. To act as the link person for support queries and issues raised by members about Interest Groups, and highlight the need for new start-up Leaders in response to requests
5. To liaise and give feedback to the Executive Committee on all aspects of Interest Groups
6. To ensure Group Leaders are informed of new or amended policies and Executive Committee decisions
7. Where appropriate, to ensure Group Leaders have information and contact details regarding local and national activities

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is a non-officer post

Last reviewed October 2022

Executive Committee – Role Description for Social Secretary

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To coordinate the provision of social activities for the benefit of the members of the u3a.

C. Main Responsibilities

1. To arrange the programme of speakers for monthly members' meetings and AGMs, and liaise with the speakers over arrangements for meetings.
2. To make arrangements for the hiring of the venue for monthly members' meetings and AGMs, and liaise with the venue over equipment requirements.
3. To work with Social Events volunteers to ensure the provision of social activities which meet the needs of members
4. To provide the Executive Committee with an overview of planned social events
5. To update members with information about u3a social events
6. To liaise with the Treasurer regarding payments to speakers and other funding requirements relating to social events
7. To keep records of expenditure, and recoup funds from members participating in social events, where appropriate.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is a non-officer post

Last reviewed October 2022

Executive Committee – Role Description for Communications Secretary

A. General Responsibilities

To uphold the aims and objectives of the Moseley, Kings Heath and District u3a as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and others volunteers to ensure the u3a operates smoothly and efficiently.

B. Role

To produce the monthly newsletters and be the primary communications link between the Executive Committee and the Moseley, Kings Heath and District u3a membership and between the Executive Committee and National and Regional u3a offices.

C. Main responsibilities

1. To oversee the production and distribution of the monthly newsletter with input from the Executive Committee and others, where appropriate.
2. To ensure that members are aware of events, courses and other activities organised by the u3a via the newsletter.
3. To pass on any communications of relevance to the Executive Committee from the National and Regional u3a offices.

D. Maximum tenure of office (from elections at the AGM in May):

Maximum of 3 years continuous. This is a non-officer post

Last reviewed October 2022