

Newbury u3a

Job Descriptions and current post-holders

Chair: Jayne Hipkiss

I retired in June 2021 and have been a member of Newbury u3a since January 2023. I am Group Leader for Art History and participate in the Calligraphy and Card Games groups. I enjoy the u3a day trips, theatre visits and always coming last at Skittles! I was elected Chair in 2024.

Fun fact: In her first week in a new job, she flooded the factory floor with 100 tonnes of liquid Galaxy chocolate...!

Responsible for the public facing role of Newbury u3a. Supporting the members of the EC and the wider membership.

- Run EC and other meetings relating to Newbury u3a.
- Make effective decisions.
- Be aware of national and regional u3a events and inform EC accordingly.
- Listen and act on ideas, complaints, and relevant feedback.
- Have a strategic plan for the future of Newbury u3a.
- Be prepared to help any of the other members of the EC.
- Welcome new and existing members to u3a events.
- Encourage new members to join the u3a and be alert for possible new EC members.
- Send condolence cards to bereaved members and their families.

Estimated time is 4 hours per week plus 2 hours per month at EC meetings / Talks.

Secretary: Derek Child

I joined the u3a in 2013, was instantly installed as Chairman, co-opted onto the EC in 2016 and appointed secretary in 2019. I run Golf Group 1 and chair the Theatre Planning Group.

Fun fact: In my spare time I continue my lifelong attachment to Swindon Town Football Club to which I attribute regular bouts of mild depression!

Responsible for the accurate record keeping of Newbury u3a.

- Assist the Chair to run EC and other meetings relating to Newbury u3a.
- Take effective Minutes and identify Actions.
- Receive correspondence and ensure that it is sent to relevant members and reviewed with feedback (as required).
- Prepare letters for the Chair to sign.
- Reply to items not requiring the Chair's signature.
- Prepare items for meetings and for the attention of EC members.
- Organise the AGM, nomination papers and notices of this meeting.
- Deal with the requirements of the Charity Commission.

Estimated time is 2 hours per week plus 2 hours per month at EC meetings.
May increase according to meeting schedules.

Group Treasurer Newbury u3a. VACANCY

Presently managed by Stewart Wright - until summer 2024.

Responsible to the Executive Committee for financial matters and for keeping financial records of the Charity.

The Treasurer role is largely a 'doing' role for the main bank account – since there are already Treasurers for the Gardening, Theatre and Travel groups. Their activities are governed by their respective committees, and they keep their own records accordingly.

Activities (assume monitor and record) on the principal bank account (approx. 50 transactions per month):

Weekly:

- Hall hire: (1) receive invoices by email (2) liaise with Halls Admin to check their accuracy (3) initiate bank payment (4) ask 2nd signatory to authorise.

Monthly:

- Manage queries on membership income, event income and expenditure and sundry expenses.
- Enter bank transactions into Excel receipts/payments.

Estimated time is no more than 0.5 days per week on weekly activity plus an additional 0.5 days per month for preparing reports etc.

Vice-Chair: Jill Bosley

I joined the u3a four years ago and I am on the Theatre Planning Group. I attend day events, theatre visits and holidays. I was elected to Vice-Chair in 2024 and bring a wealth of experience from many years volunteering in the charity sector.

Fun fact: I am a member of NUTS* and play the ukelele! (*Newbury Ukelele Town Strummers).

Responsible for supporting and deputising for the Chair.

- Deputising and act for the Chair at u3a meetings when required.
- Be prepared to help any of the other members of the EC.
- Act as a sounding board and provide feedback for the Chair.
- Welcome new and existing members to u3a events.

Estimated time is no more than 1-2 hours per week plus 2 hours per month at EC meetings / Talks.

Job Description

Membership Secretary: Wendy Walker

I have been membership secretary for 4 years.

I belong to the play reading group (Actually Zooming Marvellous) and Scrabble. I am co-chairman of the travel group and organise day trips and holidays. I also do a stint in the office twice a month.

Fun fact: when I am not processing membership forms or organising trips, I can frequently be found either walking, or in the gym, doing a Zumba class or doing a Pilates class. In other words, exercise is essential to my life.

Responsible for managing the membership for Newbury u3a.

- Enrolment and communication with new members.
- Office Duty.
- Follow up for prospective members.
- Collection of membership fees and registration for Gift Aid.
- General record keeping of individual membership status.
- Using the Friday Update to remind members when fees are due.
- Informing members when their membership has been terminated due to non-payment of fees.
- Maintenance of records for members that receive TAM magazine.
- Providing the EC with a membership status summary at each EC meeting.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings.

This will increase when membership subscriptions become due and members require help to process their renewals to around 15 hours per week in January and February.

Job Description

Administration Manager: Sue Wardell

I've been a member of the u3a for 12 years. This is my second period of service on the EC.

Groups to which I belong: Calligraphy, Photoshop, Gardening, Lunch, Spanish Beginners, M.O.T.O.

Fun fact: I don't like snakes but was crazy enough to pose for a holiday photo with a snake draped around my neck.

Responsible for assisting Beacon Administrator and managing office administration.

- Keeping Beacon up to date with any group and user changes.
- Provide Beacon training when required.
- Helpline for members during renewal period.
- Send welcome letter and membership card to new members.
- Responsible for lanyards, their distribution to EC members, trip organisers and Group Leaders.

- Office duty and training of new staff when requested.
- Responsible for storing important documents on the office computer; formatting documents prior to publication.
- Production of application and renewal membership forms.
- Attendance at Executive Committee meetings.

Estimated time is no more than 1-2 hours per week plus 2 hours per month at EC meetings / Talks. Will vary throughout the year according to demand.

Job Description

Visibility Officer: Gill Ringland

I belong to several Groups - the Amblers, Architecture, Savings and Investment, Science2 and BookMark Groups, and enjoyed the wine tasting organised by the M.E.E.T Group. The Travel Group has organised a few trips I remember as special – Outer Hebrides (bacon butties in the rain!), British Library, Fishbourne. I edit the quarterly Newsletter. This is my third year on the EC. I am the author/co-author on 9 books used at Business Schools globally, the 10th is with the publisher.

Fun fact: My most recent publicity was when I was featured in the Swindon Advertiser after writing a letter to the paper thanking the rescue services for helping me when I was stranded!

Responsible for informing the media and local organizations about Newbury u3a.

- Distribute reports of u3a events to the local media and engage with reporters to get coverage.
- Advise the EC on opportunities for publicity and engagement in the local area by asking for input from members and collating a proposed yearly programme.
- Organise membership or visibility drives as requested by the EC.
- Edits the quarterly on-line Newsletter for members.

Estimated time is no more than 1-2 hours per week plus 2 hours per month at EC meetings. Newsletter takes about 2 days (15 hours) every 3 months. This might increase when supporting events.

Job Description

Groups Coordinator – Rosemarie Franklin

I have been a member of Newbury u3a since 2015, on the EC for 3 years, then Chairman for the past 4 years along with being Group Coordinator for the last 2 years. I am the Group Leader for the Knit and Crochet Group and participate in the Photography and Gardening Groups.

Fun fact: My Knit and Crochet Group are currently knitting Easter chicks for charity that contain an Easter Egg inside!

Responsible for supporting Newbury u3a Groups.

- Providing advice on the set up of new Groups.
- Providing advice on the running of existing Groups, including use of a Booking Form.
- Providing support and advice to Group Leaders.
- Informing Group Leaders of relevant u3a communications and requests*.
- Organising and running Group Leaders Meetings.
- Coordinating with Halls Admin regarding hall / venue hire and meeting calendars.
- Monitoring Beacon for lapsed Group Members and assisting Group Leaders.
- Ensuring that Groups using BH record and bank their meeting subscriptions.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings.

This is variable according to the needs of the groups.

*For example, the provision of Group photographs for u3a publicity purposes.

Note:

The halls and venue booking and any on the day issues such as lost keys / no heating are the responsibility of the Group Leader who hired the hall / venue to resolve.

Job Description

Halls Administrator - VACANCY from summer 2024

Presently managed by Carol Swanborough

Responsible for co-ordinating the booking of halls for u3a activities with Group leaders, checking incoming invoices and handling booking and invoice queries.

- Receiving invoices for payment from halls and venues hired by Group Leaders.
- Reconciling balance for hire of halls / venues with Group Leaders.
- Sending invoices for payment to u3a Group Treasurer.
- Receiving notification of paid invoices from u3a Group Treasurer.
- Monitor bank balance for funds received / due.
- Issue reminders for payment.
- Reconciliation of refunds / incorrect invoices.
- Maintenance of hall/venue list, hire costs and contacts for sharing with Group Leaders

Estimated time is no more than 2 hours per week.

Note: The halls and venue booking and any on the day issues such as lost keys / no heating are the responsibility of the Group Leader who hired the hall / venue to resolve.

Job Description

Governance Officer: Mary Blake

I am a former Newbury u3a chairman and Newsletter editor. I have been a member for something like 15 years now and have attended many groups.

Fun fact: I am quite good at bricklaying!

Responsible for providing regional and national u3a input to the EC.

- Attend TVN meetings and where relevant, promote the work of Newbury u3a.
- Awareness of National u3a matters and communication of any items of relevance or interest to the EC.
- Ensure that Newbury u3a EC is aware of key national u3a and template resources.
- Encourage members to participate in regional and national u3a events by regularly publishing details in the Friday Update.
- Awareness & communication of Charity Commission requirements.
- Awareness and communication of any other relevant national legislative requirements.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings.

Job Description

Member Events Coordinator: VACANCY

Presently managed by Jayne Hipkiss

Member of the Executive Committee of Newbury u3a responsible for producing an Event Booking form for specified events; for the set-up of A/V equipment for Talks at St Nicholas Church Hall and post-talk summaries for the u3a Newsletter.

The role ensures that those involved in running the event have clear instructions of what they are required to do in preparation and on the actual day of the event. This is achieved by the completion of an Event Booking form template and advance circulation of it to the EC and any Newbury u3a members involved in running the event.

Member Talks at St Nicolas Church Hall.

The Member Events Coordinator is required to:

- Set up the lapel mic for the guest Speaker and hand-held mic for the Chair.
- To assist the guest Speaker, if necessary, in the set-up of their laptop and projector.
- To liaise with Church Office staff for batteries, extension leads etc as required.
- To produce brief introductory notes on the guest Speaker for the Chair to use.
- To produce a summary of the talk & a photo of the guest Speaker for the Newsletter.

Full written and illustrated instructions are available to assist in set-up of the church A/V equipment and training will be provided.

Estimated time is less than 0.5 day per month to create booking form and talk summary, plus 0.5 day per month for the Talks at St Nicholas Church Hall and 2 hours per month at EC meetings

Job Description

Office Manager: Linda Catheline

I belong to Badminton, Pickleball, Pilates (leader), M.E.ET (leader) groups. I have been a member of Newbury u3a for 8 years, 3 in the office, 3 as Office Manager.

Fun fact: I am an expert eBay-er!

Responsible for the organisation, training, and management of office staff to effect:

- Office Duty and work rota.
- Organisation & maintenance of Newbury u3a records.
- Composition and set-up of Friday Update and other general communication to members.
- Responding to general enquiries from the membership.
- Raising items received from the membership to the Chair / EC.
- Attendance by invitation at Newbury u3a EC meetings.

Estimated time is no more than 4 hours per week plus 2 hours per month at EC meetings.

Job Description

Speaker Booker Newbury u3a. Debby Lancefield

I was a member of Newbury u3a for 11 days when I volunteered to take up this role in March 2024! So far, I have been to one talk at St Nicolas church hall.

Fun facts: I speak fluent Greek and I am a Latin Zumba fanatic!

Responsible for the sourcing and booking of guest Speakers at St Nicholas Church Hall and for the AGM.

This role involves contacting potential Speakers to ensure a wide variety of topics that appeal to Newbury u3a members.

The Speaker Booker must:

- Agree Speaker fees and travel expenses in advance and ensure an invoice is requested.
- Ensure in advance that Speakers have the necessary equipment for the talk (Newbury u3a can supply a projector, if booked in advance).
- Provide directions to the venue and parking.
- Note if they have any special requirements and ensure that these are met.
- Meet and greet the Speaker on arrival at St Nicholas Church Hall.
- Liaise with the Newbury u3a Member Events Coordinator to provide an introductory text for each Speaker.
- Maintain and provide a list of Speakers to the Chair and the Member Events Coordinator.
- Be willing to provide own e-mail contact to potential Speakers for engagement and liaison.
- Keep a record of each Speaker and Talk with an indication of popularity.

There are 11 talks held per year, 10 in the Church Hall and 1 in the Church, following the AGM.

Talks are ideally booked and confirmed at least 6 months in advance of their taking place.

Estimated time is 2 days per month to source & engage with Speakers and 2 hours per month to host each Speaker at St Nicholas Church Hall.

Additional Roles.

Newbury u3a could not run effectively without the members that fill these additional roles.

Here is a list of the current volunteers in these roles.

Role	Member	Comments
GOTO Group	Liz Wood (Lead) and team	Ensuring that the venues are laid out according to the requirements of the meeting
Office Staff	Linda Catheline (Manager) Katrina Greville (Deputy) and team	General administration of the business of Newbury u3a and a point of contact for the membership. The Broadway House u3a office is staffed on Monday, Wednesday, and Fridays.
Beacon System Admin	Richard Knight with Gill Baron and Sue Wardell	Membership software system used by many u3as as a centralised resource to communicate with members, group leaders of groups. Fully GDPR compliant, new features and improvements are being released regularly.
Website Admin	Gill Baron	Go-to person for update of the website, posting new information and the use of the site as a window on our activities.
Website Development	Richard Knight, Derek Child, Tim Jarvis	Development work is currently in progress on a new platform to make website maintenance and updates quicker and easier.
Theatre Group Treasurer	Derek Child	Treasurer for the group, responsible for income and expenditure.
Garden Group Treasurer	Sylvie Knight	Treasurer for the group, responsible for income and expenditure.
Safeguarding Officer	Rosemarie Franklin	To ensure that everyone is aware of the safeguarding policies and how to report any concerns.
Travel Group Treasurer Co-Chairs	Carol Swanborough Wendy Walker Lynne Clements	Treasurer for the group, responsible for income and expenditure. Organisation of travel events, informing members and updating bookings. Liaison with travel companies.
Catering Manager	Angela Spellman	Co-ordinates catering at events, purchases supplies (does her own baking too!), enlists help at functions for preparation, serving and clearing up.
Newsletter Editors	Carol Swanborough Gill Ringland	Responsible for the editorial and information content of the newsletter
MEET Group	Linda Catheline	Organisation of evening social events, which take place roughly every 2 months
Welfare Officer	Mary Blake	Point of contact for issues relating to the welfare of Newbury u3a members.
Thames Valley Network contact	Mary Blake	Ensuring that the Newbury u3a EC are aware of matters arising at TVN.