

# PERTH U3A

## Roles and Responsibilities

Perth U3A is a charity registered with the Office of the Scottish Charity Regulator (Scottish Charity SC008302). The Committee has specific responsibilities as trustees of the charity, including:

- compliance with the 2005 Charities Act
- acting in the interests of the charity
- operating in a manner consistent with the charity's purpose
- acting with care and diligence
- adding charity details to the Scottish Charity Register
- keeping financial records and provide reports
- providing information to the public.

The Committee comprises five office bearers (chairman, vice-chairman, secretary, treasurer and membership secretary) and up to seven committee members. The responsibilities of the office bearer roles are described below. Many other roles, also described below, are needed for the running of Perth U3A, and these can be taken by committee members or by non-committee members, with a nominated committee link.

### Chairman (or Chairwoman)

#### General

- Provide leadership as required, based on the Aims and Principles of U3A and the Constitution of Perth U3A

#### Chair Committee meetings

- Ensure correct procedures are followed
- Ensure meetings follows the agenda and keep order
- Guide discussion in a positive manner, whilst remaining neutral
- Allow all members adequate time to present points of view
- Draw discussions to a conclusion
- Reach a consensus decision, or take a vote
- Ensure that all committee decisions are actioned in good time

#### Chair Annual General Meetings and Extraordinary General Meetings

- Ensure adequate notice of meetings is given to members
- Ensure meetings follows the agenda and keep order
- State any decisions reached for the record

#### Chair Open Meetings

- Welcome all members and visitors
- State fire evacuation procedures for the venue
- Make announcements or invite Secretary or other members to do so
- Introduce speaker(s) and ensure a vote of thanks to the speaker(s)

#### Administration

- Take minor executive decisions as authorised by the committee
- Ensure meeting agendas are complete and issued in time
- Ensure that minutes of meetings are correct and issued in time
- Apply as necessary the 'Code of Conduct for Trustees'
- Take final decisions on any disputes between members

## Representation

- Represent Perth U3A at relevant meetings of other bodies, or arrange for others to do so

## Succession Planning

- Encourage all members to consider taking roles in Perth U3A
- Ensure planning happens so that roles are taken over in a timely and smooth manner
- Enable induction of members into new roles

## **Vice-chairman (or Vice-chairwoman)**

(currently vacant)

- The vice-chairman acts as stand-in for all the roles and responsibilities of the chairman as detailed above should the chairman not be available for these. The vice-chairman is expected to be the next chairman. They will learn the role of chairman whilst in the role of vice-chairman.

## **Secretary**

### Committee Meetings

- Immediately following the AGM: liaise with Chair and new Committee to decide Committee meetings during the summer, and subsequently
- Produce draft agendas
- Send draft to Committee for comment on Monday one week before meeting date
- Compile final Agenda from responses and email (or post) to committee members, together with other papers for meeting one week before meeting
- Minutes of Meetings – ensure someone is nominated to take minutes. Circulate once drafted

### Open Meetings

- Take notice board and set up at Letham St Marks
- Post whatever information is available for members on Notice Board. This will include Perth U3A events/activities, U3A Scotland events and activities, and Third Age Trust events and activities
- Use the draft News Roundup as a basis for announcements at the meeting. Post this draft on the notice board
- Collect attendance lists at the end of the meeting to tally and enter attendance figures on committee minutes (the lists are produced by the membership secretary)

### News Roundup

- Prepare a draft News Roundup before each Open Meeting
- Compile a final copy of News Roundup for distribution soon after the Open Meeting
- Prepare and distribute additional News Roundup when appropriate
- Circulate by email to all members and request group leaders to share with members not on internet

### AGM

- Notify members of date at open meetings, in News Roundups and on the website for two months beforehand
- Send members nomination forms for election of new committee members by email and have available at open meetings
- Prepare agenda and have 100 copies printed together with copies of previous year's provisional AGM minutes. Ensure Treasurer will provide same number of copies of annual statement.

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- When it is impossible to hold actual AGM meetings, then proceed to organise a Virtual AGM

#### Registration day

- Around June, ensure the Committee decides on arrangements for registration. (Groups Coordinator liaises with Group leaders about some aspects)

#### General tasks

- Secretary is contact point for external bodies either by post, email or website. Decide who should respond to query and direct query as appropriate
- Send emails to members about Newsletters, the AGM and other matters as appropriate

## Treasurer

#### Bank Accounts

- Hold the cheque books and paying in books for the 3 accounts with Bank of Scotland: Main Account; Social Fund Account.
- Administer the Savings Account with Santander. This has an on-line facility for making payments to the Main BoS Account. Cheques and cash can be paid in directly using a card and envelope facility. The Treasurer is the contact and there is one other authorised user for this account, currently (2017) the Secretary
- Administer the Perth U3A PayPal account.
- Administer the Perth U3A interface with Amazon Smile
- Keep files of all the statements, is the principal contact with the bank and completes all forms and correspondence relating to authorised signatories. An on-line facility has been approved for use with the three bank accounts.

#### Receipts and Payments

- Receive subscription payments from the Membership Secretary, and any other money (donations, Christmas Lunch payments, Fair Maid's House booklet sales) and pays them into the appropriate accounts
- Receive invoices from various sources, mainly from accommodation providers, but also from U3A sources in respect of capitation fees due, and from the suppliers of any new equipment purchased, and makes payment either by cheque or by bank transfer where this has been authorised. Cheque payments require 2 signatures
- Receive expense claims from members and speakers, and pay by cheque or by online transfer when approved

#### Records and Reports

- Maintain records of the financial transactions, both as paper files and on computer using Excel and the Beacon system
- Submit a report for each Committee meeting, with a current statement of each account
- Prepare a budget for the forthcoming financial year for approval by the Committee and recommending the annual subscription for the next year for information at the AGM
- Have the account records checked and agreed by an independent examiner and prepares the end of year accounts for approval by the Committee and at the AGM
- Act as the primary contact for the Charities Regulator (OSCR), including submission to the Regulator of the approved Annual Return.

## Membership Secretary

- Maintain a database of members' details in Beacon. Beacon is the online administration system for U3As supplied and supported through the Third Age Trust. This comprises:

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- updating records for existing members
- creating records for new members
- backing up the database as appropriate
- Respond to enquiries about membership by phone, email and in person at Open Meetings
- Maintain documentation for membership matters, for example, the membership form, information for new members
- Arrange the updating of the membership page on the website
- Send annual invitations to renew to existing members, and process replies, including passing remittances received to the Treasurer
- Organise the despatch of the annual Perth U3A Programme to members
- Provide a attendance lists for use at Open Meetings
- Within specified dates, supply spreadsheets to the Third Age Matters printer of names and addresses of members opting to receive the magazine
- Ensure adherence to best practice with reference to the Data Protection Act

## **Beacon Administrator**

- Act as administrator of the Perth U3A Beacon database including:
  - assigning roles and privileges to allow others appropriate access to the database
  - assisting other Perth U3A users of Beacon as needed
  - being the primary contact with the national Beacon Team in order to keep up-to-date with Beacon developments
  - ensure adherence to best practice with reference to the terms and conditions for the Beacon database

## **Accommodation Coordinator**

- The Coordinator will take suggestions for the use of accommodation to the committee for approval
- Consider ongoing costs of any changes to the use of venues and work with the Treasurer on the accommodation budget.
- Act as first point of contact with group leaders on decisions concerning changes to the use of venues e.g. cancellations, and changes of dates etc.
- Book paid accommodation for groups by liaising with accommodation providers.
- Ensure that numbers within groups do not exceed accommodation facilities.
- Make sure that group leaders are aware of fire awareness and policies concerning fire safety as stipulated by the accommodation providers.
- Liaise with Group Leader coordinator regarding the folding of groups or new groups starting up and plan accommodation requirements.
- The Accommodation coordinator will be responsible for the Unit 7 calendar and the recording of any changes to the use of this venue.
- Communication with accommodation providers will be led by the Accommodation coordinator and the Treasurer.

## **Groups Coordinator**

- Maintain a record of current groups and group leaders. Keep groups information on website and on Beacon database up to date

- In July/August, send mailing to group leaders in advance of registration informing them of arrangements
- Collate lists of group members after registration and check against membership database to ensure all group members have joined U3A. Load data on groups into Beacon database as appropriate
- Keep in touch with leaders about their group's progress, particularly new leaders and new groups. If appropriate, attend new group start-up meetings. Deal with requests from group leaders for help or advice
- Take action, with others, to address waiting list issues – possibly by encouraging the establishment of a further group
- Report on all group issues to committee meetings. Submit copy for News Roundup
- In Jan/Feb, arrange, with assistance of committee members, the annual meeting of group leaders and prepare and present a short report on group activities
- Prepare and present an annual report to the AGM on group activities. This involves contacting group leaders and collating their reports
- Watch for new group possibilities and encourage potential new group leaders
- Update and issue copies of the group leader handbook to all group leaders (and ensure that it is on the website)
- In May, liaise with secretary and accommodation officer to gather information from group leaders for the forthcoming session
- Assist secretary with production of printed programme for next session

## **Open Meetings Coordinator**

### Choosing speakers

- Invite speaker suggestions from members
- Keep file of speaker suggestions from members over course of calendar year
- Shortlist to a list of 10-12 suggested speakers
- Send shortlist to committee members in mid-December for voting on order of preference and return final list to committee by end of year
- Assist secretary with production of printed programme for next session

### Correspondence

- Invite speakers. A standard letter is available and covers topic, date, time, venue, book token. First invites go out as soon as the committee decides on the programme and the programme dates for the next session are confirmed. Start late January or February at latest, confirming acceptances one at a time
- Write reminder letter/e-mail two weeks before the meeting re directions, projection, coffee/tea
- Send letter of thanks after the meeting, enclosing book token for £40

### Vote of thanks

- Find a member willing to give a vote of thanks at each Open Meeting

### At meetings

- Reserve a space in the car park for the speaker. A cone is available for this
- Meet the speaker who will ask for you by name
- Introduce to the chairperson
- With venue staff, acquaint with projection, sound system
- Offer coffee or tea

## **Health and Safety Coordinator**

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- Obtain from each venue a copy of their emergency procedures, including name of contact person, and ensure that each group leader has a copy of the information in respect of the venue they use
- Ensure that we adhere to the provisions of the paper on accidents and emergencies which was adopted by committee during 2013-14
- Keep the Health and Safety sections of the Group Leaders Handbook up to date
- Provide appropriate input to group leaders' meetings on Health and Safety matters
- Act on any new guidance on Health and Safety issued by the Third Age Trust

## **Press and publicity**

- Obtain information on open meeting speakers from relevant committee member and submit copy to the Perthshire Advertiser (and on a selective basis, to The Courier)
- Ensure that details of forthcoming open meetings are on the website
- Submit copy for Third Age Matters on activities of wider interest
- Contact open meeting speakers for additional background (and possibly photo)
- Follow up other avenues for publicising Perth U3A locally

## **New Member Liaison**

- Contact new members near the start of the session to offer support
- Arrange a new members meeting to give them an opportunity to meet committee members and each other
- Answer queries from new members

## **Volunteer Coordinator**

- Liaise with volunteer 'meeters and greeters' for open and other meetings
- Arrange that sufficient 'meeters and greeters' are at these meetings

## **Social Event Coordinator**

- Arrange a programme of social events
- Liaise with venues and to coordinate transport if appropriate
- Maintain lists of attendees and to collect payments

## **Website Coordinator and Website Editor**

### Website Editors

- Regularly edit and update particular website pages
- Remove out-of-date material
- Edit contact data to ensure it is up-to-date
- Encourage all members to submit materials of interest to other members
- Maintain an awareness of copyright issues

The Website Coordinator liaises with the several website editors and attempts to maintain an overall house style

## **Preparation of printed programme**

- In May, liaise with accommodation coordinator and groups coordinator to gather information from group leaders for the forthcoming session
- In June/July, liaise with newsletter editor (about design), and open meeting coordinator, groups coordinator and chairman (about content) for printed programme
- In July, arrange printing of programme and pass copies to membership secretary for distribution