

Pontyclun U3A Executive Committee – description of key roles

Officers: (4 or 5 officer roles – may have 2 deputy Chairs)

Chair

- liaise with Secretary to compile Committee meeting agendas;
- lead and Chair Committee meetings and approve minutes;
- lead and Chair monthly meetings and the AGM;
- be the spokesperson on behalf of Pontyclun U3A;
- write the annual report and present at AGM.

Deputy Chair

- To deputise for the Chair when needed;
- Help induct all new Trustees.

Secretary

- organise committee meetings and construct the agenda for meetings with the Chair;
- ensure Chair is kept up to date with National, Regional and local U3A issues;
- book venue for committee and monthly meetings;
- send out agenda and relevant papers in good time;
- ensure the meetings are quorate;
- take fair and accurate minutes of the meeting and having agreed them with the Chair circulate to committee for approval at the next committee meeting;
- be the key point of contact for members and ensure the decisions taken at committee are conveyed to the people who need to take action;
- deal with correspondence following discussion with the Chair;
- maintain full and accurate files including the minutes;
- be the point of contact between National Office and ensure that information is relayed to the committee and passed on to the membership;

Treasurer

- ensure strong financial management procedures and internal controls are in place;
- maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities;
- report to the committee on finance at each meeting;
- prepare the statement of accounts for examination and presentation to the AGM;
- prepare a budget annually;
- recommend level of subscription to be paid by members;
- pay approved invoices
- pay agreed expenses;
- keep all receipts;
- recommend an appropriate level of reserves;
- set out and agree policies for reimbursement of expenses, petty cash floats etc;

Non-Officers: (up to 8/9 other members no more than 13 Committee members)

Membership secretary

- maintain database of membership information;
- update membership information as requested by members;
- order membership cards from National Office and distribute cards to members;
- provide a summary of membership numbers for the Committee;
- act as data protection officer for the membership ensuring that information is secure and used in accordance with the Data Protection Act;
- update membership application forms as required and ensure adequate copies are available.

Group Co-Ordinators

- co-ordinate support for new groups or existing groups that may be in difficulties;
- create and maintain a welcome pack for Group Representatives;
- negotiate the timetabling of interest groups to allow for maximum participation;
- canvas for new group representatives;
- keep Secretary updated of interest group meeting dates and venues;
- keep website administrator updated of interest group activities and any changes to meetings;
- organise Group Representative meetings to discuss new initiatives;
- liaise with the committee on all aspects of interest groups;
- keep a list of interest group attendees and submit to treasurer/membership secretary to ensure all membership subscriptions are paid.

Website Administrator/s

- maintain Pontyclun U3A website;
- ensure Group and Event information kept up to date;
- check web emails and respond/forward/act upon as necessary.

Speaker Organiser

- identify and book speakers for monthly meetings and AGM;
- liaise with website administrator to publicise monthly speakers;
- ensure speakers have necessary equipment;
- meet and greet the speaker on the day.

Plus 4 other members who work alongside above posts to share the load and provide cover for absences.

Other possible committee roles

A number of committee roles are likely to be required in addition to the above posts. The roles listed below are suggestions only and may change dependant on the skills and expertise of those elected.

Newsletter editor

- create bi-monthly newsletters for all members
- circulate draft newsletter for Committee approval and edit as required
- liaise with Group Co-ordinators and Group Representatives to gather reports for publication
- liaise with Committee for additional articles

Press & publicity officer

- publicise U3A meetings and activities in local free press and notice boards;
- write news releases if/when required;
- order information leaflets from U3A for display on notice boards;
- forward relevant information (news releases, posters) to website administrator to upload to website.

Meeters & Greeters

- to welcome new and potential members, to monthly meetings;
- to explain the principles of U3A to potential or new members;
- to facilitate networking opportunities at monthly meetings.