



## **The Executive Committee of Radlett and District U3A Job Descriptions 2019 to 2020**

### **Plus Supporting Roles**

The constitution of the Radlett and District U3A allows for a minimum of 6 committee members and a maximum of 12. There are more than 12 roles that can be carried out by committee members. The list below gives job descriptions. The first 12 must be committee members. The last two roles can be held by a committee member, in conjunction with another role, or can be held by a member who is not on the committee.

#### **1. Chairman and Outside Liaison**

The Chairman chairs the monthly meetings of the U3A, the AGM, and the Committee meetings and drafts the annual Committee Report and other documents on behalf of the U3A. He or she supports the other Committee members, helps to ensure that they carry out their duties, encourages interaction between them and helps to settle any disagreements. He or she encourages new initiatives and ensures that the collective responsibilities of the Committee are carried out effectively. The Chairman represents our U3A at outside meetings such as the Herts Network of U3As, The Third Age Trust, the East of England Regional meetings and finds out about relevant activities being run by these and, where appropriate, other organisations, and ensures that members are aware of them. He or she ensures that Radlett & District U3A complies with the ethos and requirements of the Third Age Trust as a Branch Trustee and interacts with members to understand their wishes for their U3A. This position also encompasses the role of Almoner, in order to communicate with those members either sick or bereaved.

#### **2. Vice Chairman and Outings and Events Co-Ordinator**

This Committee member deputises for the Chairman in chairing the monthly meeting and the committee meeting when necessary. He or she also chairs the Outings and Events Committee which works to develop a varied programme of outings, talks and social events. The Events Committee is made up of a group of volunteers, from our U3A members, prepared to organise and provide a full programme of local and coach events for members such as theatre trips, outings to stately homes and gardens as well as coffee mornings to welcome new members, afternoon talks with teas in member's homes, lunches, dinners and quizzes.

#### **3. Study Group Coordinator**

As Study Group Coordinator he or she sets up new groups, in co-operation with members who have volunteered to start a group. He or she advertises new groups and one-off events, helps to maintain current groups e.g. by advertising for more members and answers queries from members. He or she prepares information for the monthly meeting and for the Groups sheet, presents information to the members at the meeting and, after the meeting, follows up leads for new groups, changes to the Groups sheet etc. He or she attends meetings with Study Group Coordinators from other U3As.

#### **4. Secretary**

The Secretary responds to queries received from prospective new members and others. He or she forwards correspondence from outside bodies and enquiries to the appropriate committee member or study group leader. He or she maintains administrative files. The Secretary drafts the agenda for the Committee Meetings and AGM, takes minutes at the meetings and circulates them. The Secretary updates the Agenda Diary which shows annual events to be discussed at meetings.

#### **5. Treasurer**

The Treasurer reconciles and allocates bank account balances monthly, using an Excel spreadsheet, pays money received into an approved account promptly, giving receipts, pays any bills and expense claims promptly after approval, and updates the Executive Committee regularly on the financial position, with a written report. He or she reviews charges and expenses annually, makes recommendations on a budget and, after approval, give regular updates, prepares an annual statement of accounts, gets it approved by the Independent Scrutineer, and coordinates approval of the accounts with the Deputy Treasurer and the Independent Scrutineer. He or she recommends bank and approved signatures to the Executive Committee, for all U3A Bank Accounts. Also files annual accounts with the Charity Commission.

#### **6. Deputy Treasurer**

The Deputy Treasurer is responsible for the finances of Events and Study Groups. He or she gives advice and encouragement to new Study Groups and assistance with the preparation of a business plan, keeps the Study Group Coordinator informed, acts as Treasurer for those Groups that request assistance and provides reports on the income, expenditure and balances of all individual Groups to the Group leaders and the Executive Committee. He or she attends meetings of the Outings and Events Committee and ensures that their costed programmes balance with the cash flow in association with the Events Co-ordinator. He or she advises the Outings and Events Committee regularly of their financial position in writing, and provides a quarterly report on the income, expenditure and balances of each event and the overall position of the Events Group, to the Outings and Events Group and the Executive Committee. He or she reconciles and allocates bank account balances monthly, using an XL spreadsheet, paying any money received into an approved account promptly, giving receipts, paying bills and expense claims promptly, updating the Executive Committee regularly on the various financial positions, with a written report, and preparing an annual statement of account for both accounts and getting it approved by the Independent Scrutineer.

#### **7. Assistant Treasurer**

The assistant treasurer is responsible for paying any monies received from Outings and Events Committee members and group leaders into the bank accounts and making payments to cover the costs and expenses these activities incur; retaining original supporting documentation in respect of the above and providing an audit trail back to the event or group in respect of each item. To undertake such tasks, the holder of this post should attend meetings of the Outings and Events committee and liaise with such members, Group leaders and Study Group Coordinator on queries and problem solving etc. He or she ensures monies received and payments made are dealt with promptly and communicates the details of all transactions to the Deputy Treasurer. It is also the responsibility of the Assistant Treasurer to pay for any coaches required for outings. The post holder needs to familiarise themselves with the Excel.

## **8. Venue Organiser**

The Venue Manager manages the arrangements for the monthly meetings. This involves arriving between 8.30 and 9.30am, ensuring that the notice boards, chairs and tables are in place as per agreed layout; where not, he or she move tables or chairs to conform to agreed layout. He or she check the lights are working, the screen is down, blinds drawn where necessary and windows are open or the heating is on, liaises with member of venue staff, re any maintenance works or problems they have which might impact the monthly meeting, relays this to chairman for potential announcement at the beginning of the monthly meeting. He or she confirms that the correct number of tea/coffee/water flasks and the number of plates of biscuits are put out by the venue staff, signs off the monthly invoice in respect of the meeting. He or she liaises with the venue staff on special events and agrees dates, prices for these and in respect of the U3A monthly meetings the cost for the following year. The Venue Organiser would liaise with the RUGs Co-ordinator for help needed at monthly meetings.

## **9. Membership secretary**

The Membership Secretary deals with enquiries from potential and current members, processes applications for membership and maintains the database of the current membership. He or she liaises with the Treasurer regarding payment of members' subscriptions and supplies membership cards to paid up members. He or she supplies database information to the Third Age Trust for distribution of 'Third Age Matters', arranges the distribution of membership renewal forms etc. by email and posts the Newsletter to those not on email.

## **10. Webmaster and IT Support**

This Committee member obtains information including photographs from Group leaders, Events Organisers, Committee members and the monthly email update to go onto the web site. He or she also keeps the website up to date, loads documents and photographs, responds to queries addressed to the webmaster including undeliverable emails. Zoom administration including diarising Zoom meetings is part of this job. The webmaster also keeps the committee informed of Third Age Trust's development of the SiteBuilder system and new website formats. Support is available from the SiteBuilder team. Other IT support and advice is provided to the committee.

## **11. Monthly Update Editor**

This Committee member obtains information from Group leaders, Events Organisers and Committee members for the monthly email update including advertising for new groups. He or she uses the information to put together the Update. This committee member is also responsible for emailing to members the monthly email update, the Newsletter and any other information such as AGM papers. This is always to be done using the latest membership list from DropBox. A mailing system such as MailChimp can be used.

## **12. Newsletter Editor**

He or she edits the Newsletter which is currently produced three times each year, obtaining text and photographs from committee members, group leaders and others, writes editorial and other text, arranges the layout of the Newsletter, sends it to the printers, checks proofs and collects the printed copies for distribution.

## **13. Speakers' Secretary**

This role can be held by a committee member, in conjunction with another role, or can be held by a member who is not on the committee. He or she contacts possible speakers, liaises with

them about possible dates, expenses etc. and books them for the monthly meetings. The role is then to keep in touch with the speakers concerning travel arrangements, IT needs etc. The speakers' secretary also arranges the cheque for expenses and gives it to the speaker on the day. He or she also tries to reserve a parking space for the speaker if needed, welcomes them, introduces the speaker to the Chairman and the IT team and ensures they are comfortable.

#### **14. Almoner**

This role can be held by a committee member, in conjunction with another role, or can be held by a member who is not on the committee. The Almoner is available to try and get lifts organised to meetings for members who would need this. He or she sends cards and/or makes phone calls to members bereaved or ill or in need. The Almoner will contact the Membership Secretary, Study Group Organiser and Chairman to advise them of anything important.

#### **15. PowerPoint Editor**

This role can be held by a committee member, in conjunction with another role, or can be held by a member who is not on the committee. He or she uses the information from the monthly email update to create the PowerPoint presentation. This is to be loaded onto a USB stick to be used by the IT team in the laptop at the monthly meeting.

#### **16. The IT Team**

The members of this team ensure that the sound system and projection equipment at the monthly meeting are working adequately and liaise with the speaker on the day.

#### **17. RUGS Coordinator**

This role can be held by a committee member, in conjunction with another role, or can be held by a member who is not on the committee. He or she recruits and supports volunteers from the membership to be a Really Useful Group, who can be called on to assist with tasks such as envelope stuffing or helping at monthly meetings by meeting and greeting, supporting new members and serving refreshments. He or she may hold meetings for RUGs to socialise and share ideas. The RUGs coordinator ensures there are enough RUGs to serve the tea/coffee at the monthly meeting and oversees this activity during the break.