

Ravenshead U3A Committee Roles and Responsibilities. 19.11.2014.

This document describes current key roles and responsibilities of members and co-opted members of Ravenshead U3A committee. Executive committee roles are essentially constant although other roles and responsibilities may evolve as changes of personnel bring different strengths, skills and interests.

Executive responsibilities may be delegated but ultimate responsibility lies with a nominated officer

Role	Responsibilities
Chair	<p>To have an overview of the overall structure and running of Ravenshead U3A</p> <ul style="list-style-type: none"> • To liaise with other committee members as and when necessary, in particular with the business secretary in regard to monthly meetings and committee meetings and with the vice chair who should be kept informed on current issues. • To chair the monthly committee meetings, following the agenda and enabling all members to be involved in relevant discussion. • To address all members at the regular monthly meetings, including welcome and opening remarks, short feedback from committee meetings and introduction and thanks to the speaker. Close meeting. <p>To communicate Ravenshead U3A news to the members and wider community</p> <ul style="list-style-type: none"> • Produce a monthly write up of Ravenshead U3A activities to be published in the Ravenshead Newsletter. Send to Business Secretary for proofreading and/or additional comment before it is forwarded to Geoff Sheard. • Send a copy of the above to the Web Editor for inclusion in the Ravenshead U3A website • Include a short write up in the Ravenshead U3A magazine "Thoughts from the Chair" <p>To help with other administrative tasks where necessary</p> <ul style="list-style-type: none"> • To be a signatory on cheques and paying in books (Liaise with Treasurer) • To provide additional support at busy times e.g. membership renewal and AGM (liaise with Membership Secretary and Groups Coordinator) • To offer support to other committee members
Vice Chair	<p>To support the Chair and be available to cover the tasks assigned to that role when necessary</p> <ul style="list-style-type: none"> • To stand in at meetings in the Chair's absence or to undertake specific tasks delegated by the Chair or at the request of the committee. • To undertake responsibility for a further designated role within the committee , specifically in relation to Health and Safety by <ul style="list-style-type: none"> Updating and reviewing risk assessments Management of fire safety at meetings Fire Warden provision First Aid provision Food Hygiene • Take responsibility for coordinating other key roles which are undertaken outside of committee to ensure health and safety aspects of meetings e.g. liaising with welcome team, refreshments team and general volunteers for setting up and clearing away
Business Secretary	<p>To undertake the general duties of Business secretary with an overview of the overall structure and running of Ravenshead U3A</p> <ul style="list-style-type: none"> • Ensure effective written communication within the U3A and with outside individuals and organisations • Receive correspondence and inform others as appropriate, including regular reports to committee meetings • To keep the Chair well informed as correspondence is often addressed to the Secretary • To ensure the content of the AGM and Website Committee Page is up to date and accurate <p>To prepare for monthly Executive Committee Meetings</p> <ul style="list-style-type: none"> • To construct with the Chair the agenda for the meetings • To send out agendas with relevant discussion papers in good time • To arrange venues as required • To take spare copies of the papers for committee meetings • To provide information for the meeting from absent members as required • To convey decisions taken to the people who may be required to take action • To take action as required following the meeting • To deal with correspondence following discussion with the Chair

	<ul style="list-style-type: none"> • To maintain full and accurate files including minutes • To be the point of contact and reference between meetings <p>To maintain the wider view of policy and constitution</p> <ul style="list-style-type: none"> • the attention of the Chair with recommendations for implementation • To maintain the Ravenshead U3A Constitution. • To maintain and manage the constitution of Ravenshead U3A • To link with the TAT national office and to ensure that information is relayed to the committee and passed on to the membership as appropriate. • To review guidance notes and policy statements from TAT and to bring to To ensure Charity Commission requirements are met. • To update the Charity Commission information following each AGM • To prepare policy documents and maintain the records • To ensure Data Protection legislation is maintained and followed • To organise and manage the AGM including appointments and process
Treasurer	<p>To be responsible for all financial transactions within Ravenshead U3A</p> <ul style="list-style-type: none"> • To prepare a budget annually for approval by the committee • To decide on a realistic sum for the annual subscription, bearing in mind the capitation fee to the Third Age Trust • To open and operate a bank account/bank accounts • To make a recommendation on cheque signatories for committee approval • To maintain accurate and sufficiently detailed financial records in accordance with the requirements of Charity Law • To report to the Committee on finance at each meeting • To prepare the statement of accounts for examination and presentation to the AGM • To prepare a budget annually • To recommend the level of subscription to be paid by the members • To pay approved invoices • To pay agreed expenses (it may be necessary to devise an appropriate claim form) • To keep all receipts • To ensure that the committee has agreed appropriate procedures for the handling of financial matters. This will be discussed with the Chairman and Secretary beforehand so that an overall scheme can be put to the committee for approval. This may include discussions about travelling expenses and/or telephone calls made on behalf of the committee
Membership Secretary	<ul style="list-style-type: none"> • Collect and maintain accurate membership lists containing up to date contact details and status of members • Collect new membership forms and fees and forward to Treasurer • Contact officers and advise them of new members (update at committee meeting) • Send details to TAT for mailing lists (access support for computer input if required) • Prepare attendance lists for monthly meetings for signing in, collect these after the meeting and keep record of attendance numbers • Alert all members of dates for membership renewal and liaise with treasurer and other committee members in collecting monies and collating new lists, allocating membership numbers to new members and produce membership cards for all members
Minutes Secretary	<ul style="list-style-type: none"> • To attend the executive committee meetings and to take and write up the notes • Send these to the Business Secretary and to the Chair to check and amend as necessary • Ensure all decisions are noted and actions are allocated in the minutes • To write the minutes and, having agreed them with the Chair, circulate them to the committee • To attend the AGM, take the notes and send to the Business Secretary and the Chair • Liaise with the Business Secretary over Agenda content and timings • Keep a check on time during the meetings in order to finish within the time allocation
Web Editor	<ul style="list-style-type: none"> • To maintain and update the Ravenshead U3A website • To monitor web content in line with the Data Protection Act • To review and revise the website in order to improve accessibility and “user friendliness” • To edit/add information provided by committee members and group leaders • Enable group leaders to edit and update their own pages where possible • To provide information to those members without internet access in the form of a monthly newsletter (U3A4U) and to ensure its distribution to those without internet access via volunteer couriers
Groups coordinator	<p>To have an overview of all interest groups within Ravenshead U3A</p> <ul style="list-style-type: none"> • Check questionnaire supplied to new members to ascertain what their interests are.

	<ul style="list-style-type: none"> • Speak to members to determine what new interest groups they would like to see set up and follow up on any requests for new groups. • Set up a new group if someone agrees to head it up, but not necessarily to run it. • Prepare sheets for new interest groups to be available at monthly meetings to enable members to sign up to join a new group. • Put out a request to members to try and find someone to run a group where particular expertise is needed. • Provide information regarding venues, costs, contacts etc and supply sheets for registers and the dos and don'ts of running a group. • Arrange meetings 2 or 3 times a year for group leaders to enable them to share ideas with one another and to raise any queries they may have. • Keep interest group listings up to date and ask group leaders to let you know when changes need to be made ie group closing for the summer etc. • Where necessary try and sort out any problems that may arise within the group. • Arrange to showcase groups at AGM. • Prepare and present any group notices at monthly meetings <p>Liase with:</p> <ul style="list-style-type: none"> • Membership Secretary to provide potential new members with questionnaire regarding interest groups (what their interests are and what they may be able to help with) • Web Master to keep group pages on the web up to <ul style="list-style-type: none"> • date • Business Secretary to get information onto the wallpaper at monthly meetings where necessary • Committee to help with organisation at AGM where necessary.
Speaker Finder	<p>To provide a suitable speaker for each monthly meeting with the exception of the June meeting which is the AGM.</p> <ul style="list-style-type: none"> • Contact the person with the standard letter or equivalent email ensuring that they are: available for the date suggested able to provide a memory stick for our computer not using slides as we have NO blackout aware of our Equal Opportunities policy aware of our Sales policy aware of our timetable and how they fit in aware of the time they are expected to speak including questions request for any equipment/ tables they may need • If the date is agreed then a confirmation letter or equivalent email is sent attaching a copy of our Equal Opportunities policy, sales policy and directions to St Peter's Church (inc reservation of a parking space) • Send details of name and title of talk to Web Master • Send cost details to Treasurer • At least a week before: Contact the person by either phone or email to make sure all is in order and answer any final questions Check if they need anything extra • On the day Make sure the parking cones are in place Make sure tables are available as requested at the back of the alter in church Wait to greet the speaker, and wait with them until 10.30(ish) to help set up Arrange for a cup of coffee/tea is available for them Show them where the toilets are Introduce to Paul/ Terry to help with setting up of computer for talk with microphones, memory stick/DVD Provide a glass of water Help with any sales so that they can be set up in the Church lounge for after the talk Introduce the speaker to the membership After the talk Chair to thank speaker Help to clear the stage/ help with sales
Visits coordinator	<p>To have an overview of any trips and visits organised by and for U3A members</p> <ul style="list-style-type: none"> • To liaise with members to put together a programme of trips and visits , ensuring a spread of events over the year • To be familiar with the Ravenshead U3A guidance document for organising trips and visits and to ensure that members organising trips and visits are aware of said guidance • To advertise and deliver information regarding trips and visits at monthly meetings and on the website

	<ul style="list-style-type: none"> To regularly update information on the website and for the U3A magazine. To report back to the committee at monthly committee meetings
Coffee and Conversation coordinator	<p>To be responsible for the overall planning and preparation of this event</p> <ul style="list-style-type: none"> In consultation with the Committee, to decide on dates and times of meetings, then secure booking arrangements (up to a year in advance) with the appropriate Church officials for the use of the Church Hall or alternative venue Liaise with the web editor to advertise this information via the u3a newsletter, the Ravenshead newsletter and at the u3a monthly meeting. Receive and forward invoices for the hire of the Hall to the U3a treasurer for payment to the appropriate Church official <p>To prepare and manage Coffee and Conversation meetings</p> <ul style="list-style-type: none"> Arrive at venue by 9a.m. bringing necessary supplies Fix posters to outside wall Arrange for key to unlock U3A store for consumables and check which will need replenishing Set up tables and chairs plus refreshments table. Serve coffee/tea to members and visitors as they arrive or enable a self-service system Interim washing up Alongside other committee members present circulate and chat to members and visitors attending. This is an important aspect of the meeting and is an opportunity to share information about the U3A in an informal setting, welcome potential new members or simply get to know one another. Before leaving venue ensure that everything is returned to its designated place, and the venue is left clean and tidy. Keep a record of the numbers present so as to give this information to the Committee at its next meeting <p>Some of the above tasks may be delegated as there are usually other committee members present who will take on a share of these duties to allow everyone to spend some time socialising. Ask at committee meeting who is planning to attend the next event!</p>
Welfare officer	<ul style="list-style-type: none"> To obtain names of sick or hospitalised members and send relevant cards Obtain details of bereavement and send card to close relative/family member Hand deliver any cards for Ravenshead otherwise send by first class post <p>If members need help, perhaps during bad weather, collect names of people willing to assist and organise support.</p>
Publications	<p>Designing and preparing material promoting the activities of Ravenshead U3A</p> <ul style="list-style-type: none"> Designing, updating and preparing for print of "This is Ravenshead U3A" leaflet Leaflet distribution within the area Assisting with the design and layout of the Ravenshead U3A magazine and preparing it for the printers Liaising with printers, collecting finished product and sending invoices on to the U3A treasurer for payment
All committee members	<p>To be committed to ensuring the continued success of Ravenshead U3A by</p> <ul style="list-style-type: none"> Attending monthly committee meetings Carrying out responsibilities as listed above and preparing short reports for the monthly committee meetings as required Being familiar with committee decisions and constitution Communicating with members at monthly U3A meetings Being supportive of other committee members Supporting and attending when possible other U3A events Being aware of and accessing training opportunities when appropriate
Additional tasks currently undertaken by various committee members in addition to their designated duties	<ul style="list-style-type: none"> To display information to members at the monthly meetings through "the wallpaper" electronic powerpoint presentation (currently Business Secretary) Production of Ravenshead U3A magazine three times a year (currently Chair with Publications Officer) Responsibility for computer and other technical equipment owned by U3A and used for U3A activities (currently web editor)