

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. Responsibilities may be delegated but ultimately lie with the executive committee.

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<p>Membership Secretary</p>	<ol style="list-style-type: none"> 1. To act as the first point of contact for prospective new members and provide appropriate information. 2. To liaise with other local / national U3A Membership Secretaries as appropriate to share good practice. 3. To collect and maintain accurate membership lists containing up to date contact details and status of members on the Beacon data base 4. To update committee members on membership issues. 5. To keep accurate records. 6. To keep up to date GDPR records 7. To send details to TAT quarterly regarding for the Third Age Magazine. 8. To liaise with the Treasury Team and other committee members regarding membership fees and the membership renewal procedures each year. 9. To arrange for the new membership cards for members and the production thereof each year. 10. To liaise with other committee colleagues regarding ways to improve the 'Welcome' of new members to Ravenshead U3A 11. To consider with other committee colleagues ways to evaluate members' satisfaction of RU3A membership 12. To arrange the purchase, as appropriate, of membership items - lanyards and plastic membership holders etc. 13. To send out New Members' Packs following membership confirmation. 14. To ensure the efficient distribution of continuing membership cards. <p>REVISED FG/SO 2019</p>
<p>Business Secretary</p>	<p>To undertake the general duties of Business secretary with an overview of the overall structure and running of Ravenshead U3A</p> <ol style="list-style-type: none"> 1. Ensure effective written communication within the U3A and with outside individuals and organisations 2. Receive correspondence and inform others as appropriate, including regular reports to committee meetings 3. To keep the Chair well informed as correspondence is often addressed to the Secretary 4. 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> <ol style="list-style-type: none"> 1. To liaise with the Chair the agenda for the meetings and discussion papers required 2. To send out agendas with relevant discussion papers in good time (at least one week before the meeting) 3. To arrange venues as required 4. To take spare copies of the papers for committee meetings 5. To provide information for the meeting from absent members as required 6. To convey decisions taken to the people who may be required to take action 7. To take action as required following the meeting 8. To deal with correspondence following discussion with the Chair 9. To maintain full and accurate files including minutes 10. To be the point of contact and reference between meetings <p>Minutes</p> <ol style="list-style-type: none"> 1. To attend the executive committee meetings and take notes in order to write the minutes of the meeting 2. Ensure that all decisions are noted, and actions are allocated in the minutes 3. Send a draft version of these to the Chairman to check and then amend as necessary when returned. 4. Send the amended copy again to the Chairman to check that any alterations have been made and that no further amendments are needed. 5. Having agreed the final copy of the minutes with the Chairman, circulate them to the committee. (by one week after the meeting.) 6. Keep a check on time during the meetings in order to finish within the time allocation 7. To attend the AGM, take the notes and send to the Business Secretary and the Chair <p>To maintain the wider view of policy and constitution</p> <ol style="list-style-type: none"> 1. To bring items to the attention of the Chair with recommendations for implementation 2. To maintain and manage the constitution of Ravenshead U3A 3. 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. 4. To review guidance notes and policy statements from TAT and bring to committee to ensure Charity Commission requirements are met. 5. To prepare policy documents and maintain the records

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	<p>(continued)</p> <ol style="list-style-type: none"> To ensure Data Protection legislation is maintained and followed To organise and manage the AGM including appointments and process <p>Health and Safety</p> <ol style="list-style-type: none"> To ensure health and safety aspects of meetings Updating and reviewing risk assessments Management of fire safety at meetings First Aid provision Food Hygiene <p style="text-align: center;">Agreed TS 2019</p>
<p><i>Treasurer</i></p> <p><i>Including :</i></p> <p><i>Treasury Team Coordinator</i></p> <p><i>Assistant Treasurer</i></p> <p><i>Social Account Treasurer</i></p>	<p>To be responsible, on behalf of the Treasury Team, for all financial transactions entered into within Ravenshead U3A.</p> <ol style="list-style-type: none"> To prepare an annual Budget and a 5 year Cash Projection for committee approval. To recommend an appropriate level of subscription to be paid by the members. To propose suitable bank accounts and recommend appropriate signatories. To pay all approved invoices and expenses, ensuring that all payments carry dual authorisation. To record and bank all monies received. (These actions are particularly relevant as regards the payments made on behalf of, and monies received from, those groups hiring rooms and local transport as part of their activities). To enter all of the foregoing onto a Beacon spreadsheet and subsidiary records. To report to the committee at periodic intervals on the progress of the U3A finances against the budget for the year to date, along with any other financial matters. The Assistant Treasurer, who deals with Gift Aid, and the Social Account Treasurer should be prepared to present to the committee on similar issues that are within their specific areas of responsibility. At the end of each year, the Treasurer will be responsible for preparing a complete Statement of Accounts for presentation to the committee and, if approved, to arrange for it to be confirmed by an Independent Examiner. To arrange for the approved accounts to be printed and presented to the AGM. The Co-ordinator will ensure that periodic meetings of the Team are held and will deputise for the Treasurer if necessary. The Co-ordinator will also present to the committee any new financial matters particularly where approval is required. Any new financial recommendations by TAT will be discussed by the Team and recommendations made to the committee accordingly. <p style="text-align: center;">Revised and Agreed by Treasury Team 2019</p>
<p><i>Groups coordinator</i></p>	<p>To have an overview of all interest groups within Ravenshead U3A</p> <ol style="list-style-type: none"> Check questionnaire supplied to new members to ascertain what their interests are. 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 i.e. 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 style="text-align: center;">Liaise with:</p> <ol 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 date Business Secretary to get information onto the wallpaper at monthly meetings where necessary Committee to help with organisation at AGM where necessary. <p style="text-align: center;">No Change MC 2019</p>

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<p>Speaker Finder</p>	<p>The speaker finder is responsible for providing a suitable and appropriate speaker for each monthly meeting in consultation with the executive Committee. An exception may be for the month of the AGM which is usually a 'groups showcase'.</p> <p>Booking the speaker</p> <ol style="list-style-type: none"> 1. Make initial contact with the potential speaker by email or telephone. 2. If the response is positive send a copy of our updated speaker booking form containing all relevant information. Include a copy of our Equal Opportunities Policy. 3. Once the signed booking form is returned add details to Speaker timetable and inform Chairman, Treasurer and Webmaster. 4. Report to committee at committee meeting <p>The week before:</p> <ul style="list-style-type: none"> • Contact the speaker by either phone or email to make sure all is in order and answer any final questions. <p>On the day:</p> <ol style="list-style-type: none"> 1. Make sure the parking cones are in place. 2. Make sure any requests for setting up are in place 3. Meet and greet the speaker and ensure that arrangements are satisfactory. 4. Make sure that the cheque for the agreed fee is available and get a receipt. 5. Introduce to technical team for set up of audio visual equipment. 6. Provide drink (tea or coffee and glass of water) 7. If previously agreed help with any sales so that they can be set up in the Church lounge for after the talk 8. Introduce the speaker to the membership 9. After the talk the chairman will thank the speaker before closing the meeting <p>Following the meeting</p> <ul style="list-style-type: none"> • Send a letter/email thanking the speaker for their talk and give some appropriate feedback <p>REVISED JM 2019</p>
<p>Trips and Visits coordinator</p>	<p>To have an overview of any trips and visits organised by and for U3A members</p> <ol style="list-style-type: none"> 1. To liaise with members to put together a programme of trips and visits , ensuring a spread of events over the year 2. 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 3. To advertise and deliver information regarding trips and visits at monthly meetings and on the website 4. To regularly update information on the website and for the U3A magazine. 5. To report back to the committee at monthly committee meetings <p>NO CHANGE CD 2019</p>
<p>Welfare officer</p>	<ol style="list-style-type: none"> 1. To respond to requests from Committee members and members of RU3A for 'special cards' to be sent on behalf of RU3A. 2. To select appropriate cards. These requests can include 'Get Well Soon', 'Thinking of You', 'In Sympathy', very special 'Happy Birthday' wishes and very special 'Wedding Anniversaries' Any other special requests would be carefully considered, say, for example, special awards or achievements. 3. To deliver, where possible, these cards by hand as this serves as an opportunity to personally extend the wishes of RU3A. 4. To source cards locally where possible. <p>REVISED FG 2019</p>

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Meetings Organiser	<p>To take responsibility for the planning and preparation of Monthly Members meeting and Coffee and Conversation meetings and any other general meetings planned for all members.</p> <p>“Monthly Meetings” (2nd Tuesday of the month – St. Peter’s Church)</p> <ol style="list-style-type: none"> 1. To oversee the planning of each monthly meeting and to ensure that all the component parts are in place for a successful meeting. 2. To coordinate the preparation of the venue before and after the event. 3. To take responsibility for coordinating other key roles which are undertaken outside of the 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 4. To liaise with the Speaker Finder, Volunteers (‘Welcomers’ Team leader / Refreshments Team Leader / Car parking volunteers / Audio Visual helpers and other general setting up volunteers. 5. To ensure that committee members will be present to perform the necessary actions for each meeting. 6. To be responsible for the ordering and bringing of supplies for the meeting (refreshments etc.) 7. Use the check list to ensure vital tasks are being completed before and after the event <p>Coffee and Conversation : To be responsible for the overall planning and preparation of this event. (Room 3 The Centre (3rd Monday of the month)</p> <ol style="list-style-type: none"> 1. Ensure that the venue has been booked in advance and that invoices have been paid for the hire by the treasurer. 2. Check that correct dates are on the website and in the Ravenshead U3A magazine and in any other publicity such as a regular member’s email. 3. Liaise with Volunteers to assist with the meeting. 4. To be responsible for the ordering and bringing of supplies for the meeting (refreshments etc.) 5. Unlock the U3A store for and check which consumables will need replenishing 6. Help to serve coffee/tea to members and visitors as they arrive or enable a self-service system and help with any Interim washing up. 7. Along with other committee members present, circulate and talk to members and visitors attending. Particularly welcome potential new members encouraging them to join. 8. Before leaving venue ensure that everything is returned to its designated place, and the venue is left clean and tidy. 9. Keep a record of the numbers present to give this information to the Committee at its next meeting 10. Ask at committee meeting who is planning to attend the next event! <p>Other Meetings:</p> <ul style="list-style-type: none"> • Remind Committee to fix other social occasions for members, such as Summer Tea, Christmas Lunch, Evening Quiz etc. and help in the organisation and planning of these. <p>Agreed BS 2019</p>
All committee members	<p>To be committed to ensuring the continued success of Ravenshead U3A by</p> <ol style="list-style-type: none"> 1. Attending monthly committee meetings 2. Carrying out responsibilities as listed above and preparing short reports for the monthly committee meetings as required 3. Being familiar with committee decisions and constitution 4. Communicating with members at monthly U3A meetings 5. Being supportive of other committee members 6. Supporting and attending when possible other U3A events 7. Being aware of and accessing training opportunities when appropriate
Additional tasks currently undertaken by various committee members in addition to their designated duties	<ol style="list-style-type: none"> 1. Production of Ravenshead U3A magazine three times a year (currently Vice Chair and Speaker Finder) 2. Responsibility for computer and other technical equipment owned by U3A and used for U3A activities (currently web editor/vice chairman)

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<i>Web Editor</i> <i>(None committee post. 2019 – 2020)</i>	<ol style="list-style-type: none">1. To maintain and update the Ravenshead U3A website2. To monitor web content in line with the Data Protection Act3. To review and revise the website in order to improve accessibility and “user friendliness”4. To edit/add information provided by committee members and group leaders5. Enable group leaders to edit and update their own pages where possible6. 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 <p>NO CHANGE AP 2019</p>
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