

# **Ringmer u3a Committee**

## **Job Descriptions**

- 1.** Chair
- 2.** Treasurer
- 3.** Business Secretary
- 4.** Committee Secretary
- 5.** Membership Secretary
- 6.** Beacon Administrator
- 7.** Newsletter Editor
- 8.** Webmaster
- 9.** Interest Groups Co-ordinator

## Ringmer u3a

### Job Description for Chair

<b>Title</b>	Chair
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Chair may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Chair is responsible for the effective management and administration of Ringmer u3a.
<b>Commitment</b>	There are normally four committee meetings in March, May, July and October, the AGM in May and Open Day in August. Attendance at AGM is essential and at the Open Day is very desirable. Meetings last 1 to 2 hours and the Open Day is a morning. The Chair is a cheque signatory.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. To maintain the charitable objectives/purposes of the u3a.</li><li>2. To hold the Committee Reference file (details on u3a website) and be aware of National Office mailings.</li><li>3. To arrange for committee meetings and the AGM and, in conjunction with the Business Secretary, agree and publish an agenda.</li><li>4. To ensure the correct u3a procedures are followed and that Ringmer u3a Governance Procedures and Practices are updated as necessary.</li><li>5. To ensure, in conjunction with the Business Secretary, that decisions taken at meetings are followed through.</li><li>6. To ensure that all new committee members are made aware of their responsibilities and brief any new members to the committee.</li><li>7. To encourage all members to fully participate in u3a activities.</li><li>8. To oversee succession planning to ensure the smooth running of the u3a.</li><li>9. To liaise with other local u3as and the Sussex u3a Network (SUN) and keep national office informed of any changes.</li><li>10. To ensure that maximum publicity is given about the u3a through all means including an up-to-date website.</li></ol>

## Ringmer u3a

### Job Description for Treasurer

<b>Title</b>	Treasurer
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Treasurer may serve not more than six terms as Treasurer. No individual may serve more than a maximum of seven years on the committee.
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Treasurer is responsible for the efficient handling of all the financial affairs of Ringmer u3a.
<b>Commitment</b>	The Treasurer attends all committee meetings (in March, May, July and October), the AGM in May and Open Day in August. The Treasurer is a cheque signatory and generally, together with the Chair, oversees the financial management of Ringmer u3a. Meetings last 1-2 hours and the Open Day is a morning.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. To organise the opening and operation of a bank account or bank accounts in accordance with the wishes of the Committee and to make a recommendation on cheque signatories for committee approval.</li><li>2. To ensure that strong financial management procedures and internal controls are in place.</li><li>3. To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities and to keep such records for a period of six years. To keep all receipts.</li><li>4. To report to the Committee on finance at each meeting.</li><li>5. To prepare the statement of accounts for examination and presentation to the AGM.</li><li>6. To prepare a budget annually.</li><li>7. To recommend the level of subscription to be paid by the members.</li><li>8. To pay approved invoices.</li><li>9. To pay agreed expenses (it may be necessary to devise an appropriate claim form).</li><li>10. To recommend an appropriate level of reserves.</li><li>11. To set out and agree policies for reimbursement of expenses.</li></ol>

## Ringmer u3a

### Job Description for Business Secretary

<b>Title</b>	Business Secretary
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Business Secretary may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Business Secretary assists the Chair with the effective management and administration of Ringmer u3a.
<b>Commitment</b>	There are normally 4 committee meetings in March, May, July and October, the AGM in May and Open Day in August. Attendance at AGM is essential and at the Open Day is very desirable. Meetings last 1 to 2 hours and the Open Day is a morning. The Business Secretary is a cheque signatory.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. To maintain the charitable objectives/purposes of the u3a.</li><li>2. To receive National Office mailings and share pertinent information with the Officers and committee members.</li><li>3. To arrange for committee meetings and the AGM and, in conjunction with the Chair, agree and publish an agenda.</li><li>4. To prepare and distribute information and paperwork for the AGM and take Minutes of that meeting and distributed to committee members.</li><li>5. To ensure, in conjunction with the Chair, that decisions taken at all meetings are followed through.</li><li>6. To maintain an up-to-date list of u3a purchased equipment.</li><li>7. To maintain files of correspondence and information received.</li><li>8. To deal with enquiries from prospective members.</li></ol>

## Ringmer u3a

### Job Description for Committee Secretary

<b>Title</b>	Committee Secretary
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Committee Secretary may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Committee Secretary assists the Chair with the taking of minutes at committee meetings and maintaining records.
<b>Commitment</b>	There are normally 4 committee meetings in March, May, July and October, the AGM In May and Open Day in August. Attendance at AGM and at the Open Day is very desirable. Meetings last 1 to 2 hours and the Open Day is a morning.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. To ensure that Minutes of all Committee meetings are taken and distributed to committee members.</li><li>2. To ensure records of minutes of committee meetings are maintained.</li></ol>

## Ringmer u3a

### Job Description for Membership Secretary

<b>Title</b>	Membership Secretary
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Membership Secretary may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Membership Secretary keeps the record of who is a member and manages the process of re-enrolment and new members joining.
<b>Commitment</b>	<p>There are normally 4 committee meetings (March, May, July &amp; October), the AGM (May) and Open Day (August). Attendance at the Open Day is very desirable. Meetings last 1 to 2 hours, the Open Day is a morning. Maintenance of the membership list is heaviest during membership renewal in August and September, with occasional updates required at other times, plus the generation of the Third Age Matters subscription list three times a year.</p> <p>The Beacon management system is used for the membership records and training for using this system may be required.</p>
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. Maintain the membership list on Beacon up to date with the correct class of membership (single/joint and associate single/joint). On request create a membership card for a member and post to them.</li><li>2. Collect membership cheques and cash, pass to the Treasurer.</li><li>3. Generate the subscription list for the Third age Matters magazine on Beacon and submit it as requested. This occurs three times a year on dates u3a HQ specify. Inform the Treasurer of how many subscriptions have been requested.</li><li>4. Create the enrolment form; design and provide guidance on the re-enrolment procedure.</li><li>5. Notify the Beacon Administrator promptly of all data subject access requests.</li></ol>

## Ringmer u3a

### Job Description for Beacon Administrator

<b>Title</b>	Beacon Administrator
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for one year at each AGM. The Beacon Administrator will normally serve no more than 3 years but can continue on the committee in another role. Executive Committee members normally serve no more than a total of 6 years on the committee
<b>Position</b>	Officer member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Beacon Administrator manages the use of the Beacon management system on behalf of Ringmer u3a.
<b>Commitment</b>	<p>There are normally 4 committee meetings (March, May, July &amp; October), the AGM (May) and Open Day (August). Editing of the system users and groups will be required after changes in officers or conveners. Other changes, error corrections and password resets may be required at any time.</p> <p>System configuration will only be required if there are major changes to the Beacon system, or if Ringmer u3a significantly changes the way it operates.</p>
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. Configure the Beacon system for use by Ringmer u3a.</li><li>2. Create and delete system users, assigning the correct system rights and resetting passwords.</li><li>3. Correct any errors and incorrect entries made by the Beacon users.</li><li>4. Training new users where necessary – officers, committee members and conveners. Producing guidance on how to use Beacon for these users.</li><li>5. Produce and maintain Ringmer u3a's Data Protection Policy for approval by the Executive Committee.</li><li>6. Fulfil data subject access requests.</li></ol>

## Ringmer u3a

### Job Description for Newsletter Editor

<b>Title</b>	Newsletter Editor
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Newsletter Editor may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Newsletter Editor prepares and distributes the Ringmer u3a Newsletter three times a year.
<b>Commitment</b>	There are normally four committee meetings a year in March, May, July and October. The AGM is in May and the Open Day in August. Attendance at both the AGM and Open Day is very desirable. Meetings last 1-2 hours and the Open Day is a morning.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. Maintain awareness of u3a activities at all times so as to gather newsworthy information, obtaining relevant photographs where possible.</li><li>2. Circulate Group Convenors five to six weeks in advance of scheduled Newsletter publication dates to request updates on Group activities and plans for the coming four months. Request editorial input from the Chair, Membership Secretary and other Committee members as appropriate.</li><li>3. Edit and format contributions, design and assemble Newsletter pages using suitable software. Distribute by e-mail to all members with Internet access and by post or hand delivery to those without it.</li><li>4. Invite comments, respond to feedback and note for future action if necessary.</li></ol>



## Ringmer u3a

### Job Description for Webmaster

<b>Title</b>	Webmaster
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Webmaster may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	To maintain, develop and promote the use of the Ringmer u3a website.
<b>Commitment</b>	<p>Attendance at; committee meetings, there are normally 4 committee meetings (March, May, July &amp; October), the AGM (May) and Open Day (Aug). Attendance at the Open Day is very desirable. Meetings last 1 to 2 hours, the Open Day is a morning.</p> <p>Maintenance and update of the website is frequent although not necessarily at regular intervals. The Webmaster is supported by Website Administrators.</p>
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. To liaise with the National Site Builder Support team who maintain the hosting service that the Ringmer u3a website uses</li><li>2. To manage, develop and update the website content including welcome / notices, events, group, news, resources and contact information, and remove out of date or irrelevant information</li><li>3. To support and liaise with Website Administrators, who have site-editorial access, in respect of website content / information. The webmaster may delegate tasks / functions to Website Administrators as deemed appropriate. To minimise risk, the Webmaster shall authorise at least one Website Administrator with full website management access rights.</li><li>4. To support Group Convenors, who opt for page editorial access, in the development of their group page(s)</li><li>5. To monitor, review and manage website security in relation to access, content, copyright, data protection and communications to ensure they are in-line with Ringmer u3a policies. Where necessary take action to ensure compliance is maintained and report to committee members as/where appropriate. Note: This excludes the responsibilities of the National Site Builder support/hosting service</li><li>6. To process and respond to communications received via the website or by other sources related to website activities / business.</li><li>7. To promote the website to interested parties outside Ringmer u3a.</li><li>8. Report on website activities, developments and statistics of website visits ('hits') to committee members.</li></ol>

## Ringmer u3a

### Job Description for Interest Groups Co-ordinator

<b>Title</b>	<b>Interest Groups Co-ordinator</b>
<b>Tenure of Office</b>	All Executive Committee members are voted on to the committee for a one-year term at each AGM. The Groups Co-ordinator may serve no more than four terms in that role and no more than a total of 7 years on the committee.
<b>Position</b>	Member of the Executive Committee and Trustee of Ringmer u3a.
<b>Overview</b>	The Interest Groups Co-ordinator provides a link to Convenors on Interest Group matters that need to be raised with the committee.
<b>Commitment</b>	There are normally four committee meetings a year in March, May, July and October. The AGM is in May and the Open Day in August. Attendance at both the AGM and Open Day is very desirable. Meetings last 1-2 hours and the Open Day is a morning.
<b>Detail Tasks</b>	<ol style="list-style-type: none"><li>1. Liaise with group leaders helping to resolve any problems/issues and taking any issues to the Committee.</li><li>2. Liaise with convenors to obtain information meeting days/dates and status (whether full, waiting list or can take more member) to be published in the calendar and status table.</li><li>3. Prepare the group calendar for the newsletters to meet deadlines.</li><li>4. Prepare the status table for the newsletter to meet deadlines.</li><li>5. Communicate with the newsletter editor reference 3 &amp; 4 above.</li><li>6. Help develop new groups communicating with prospective members and group leader.</li><li>7. Report to the u3a committee group progress.</li><li>8. Prepare a report for the AGM.</li></ol>