

Romsey & District u3a

ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a committee of trustees. All of its activities are organised and run by volunteers.

ROLE: **TRUSTEE**

Role Description

Manage the charity in accordance with charity and other relevant laws and the charity's constitution. More fully described here: [Charity Commission guidance](#) and in our [constitution](#).

The responsibilities listed below are in addition to the statutory requirements and responsibilities of all trustees of charities in England as laid down by the Charity Commission.

If a trustee takes on an additional role, then that role's descriptions will also apply.

Term of office

One year with the right to re-stand for two more years before a one year break before standing again with an absolute maximum of serving for 9 years. Trustees may resign at any time by giving written notice (unless this would reduce the trustee numbers to less than two).

Commitment

Approximately 1 day per month

Relationships

With all members and directly with all officers and other trustees

Details of the Role

Overall purpose	To ensure good governance of the charity and compliance with relevant laws and charity and Third Age Trust ¹ reporting requirements. Develop and deliver activities and events that benefit the charity's members and seek always to improve what is done and how it is delivered.
Responsibilities	<p>Attend the Annual General Meeting normally once each year</p> <p>Attend all meetings of trustees, normally bi-monthly, take an active part in the consideration of issues and the making of collective decisions.</p> <p>Encourage membership of the charity and actively seek new trustees and others to run the charity.</p> <p>Promote the u3a movement in the local community and beyond; ensure events are widely publicised; encourage and support a vibrant and enthusiastic u3a.</p> <p>Lead working groups established to look into specific issues.</p> <p>Provide assistance and give support to other committee members.</p> <p>Represent the charity if requested to do so.</p>

¹ Romsey and District u3a is affiliated to the Third Age Trust who provide, advice, guidance, products, and services

Knowledge and skills required	Nothing specific
Resources needed	A computer, internet connection and 'phone. Expenses are reimbursable.
Resources	Charity Commission Guidance Charity Commission – the essential trustee Third Age Trust advice and guidance (login required) National network of u3as, including their websites Knowledge, skills and experience of other trustees Beacon membership database. Website and domain email address e.g. xxxx@romseyu3a.org.uk and webmail service.