



## **Stoke-on-Trent South U3A**

### **Committee Roles and Responsibilities**

Stoke-on-Trent South U3A is managed by a Committee who are also the Charity Trustees. The Committee is collectively responsible for the management and administration of the U3A. Since Stoke-on-Trent South U3A is a registered charity, each new trustee is required to sign a “Declaration of Eligibility”, (Charity Commission Form CSD1382).

#### **1. Management Committee Officers**

##### **Chairman:**

- Needs to be a strong leader but flexible, diplomatic and calm with the confidence to address meetings, etc.
- Must ensure that correct procedures are followed and a good knowledge of U3A aims and objectives is required.
- Chairs the AGM, the Monthly Meetings and the Committee Meetings.
- Gives a sense of direction to the Committee, and all U3A Members.
- Provides an Annual Report to Members at the AGM.
- The Chairman needs to be a strong leader but flexible, diplomatic and calm with the confidence to address meetings, etc.
- The Term of Office is two years.

##### **Vice-Chairman:**

- Deputises where necessary for the Chairman in all relevant duties, so therefore needs to be aware of procedures and U3A guidelines, and be willing to speak at meetings.
- The Term of Office is two years.

##### **Business Secretary:**

- Draws up the agenda for the AGM and Committee Meetings, and maintains the record of the decisions made.
- On receipt of the minutes from the Minutes Secretary, the Business Secretary will forward them to the Management Committee Members for review prior to approval at the next Committee Meeting.
- Acts as liaison officer with the Third Age Trust, and is the main contact for correspondence.
- Assists the Chairman and advises Committee and Members regarding national U3A matters, funding and proposed events.
- The Term of Office is two years.

**Treasurer:**

- Manages all financial transactions associated with the U3A, ensuring that they are compliant with legal and Charity Commission obligations, and national guidance.
- Reports regularly to the Committee and Members regarding financial status.
- Ensures that all financial records are inspected on an annual basis by a suitably able independent person, and prepares an annual report with presentation to Members at the AGM.
- Acts as the Officer of the U3A when dealing with the appointed bank; HMRC (for Gift Aid); and the National U3A (for the Capitation Fee and any other financial matters arising).
- The Treasurer, together with the Funding Sub-committee is responsible for recommending financial policy to the Management Committee.
- The Term of Office is two years.

**2. Committee Members:**

- Roles are allocated to Committee Members according to skills and expertise, but always with consent of the Members concerned.
- Committee Members need to comply with Committee decisions, and act upon decisions made as appropriate.
- Typical responsibilities include, Membership Secretary, Minutes Secretary, Groups Co-ordinator, Newsletter Editor, Publicity Lead, Entertainments Co-ordinator, Webmaster, Social Secretary, etc.
- The Term of Office for all is three years.