

## TEIGNMOUTH & DISTRICT u3a

### Outline of all Committee Roles ('T' indicates post-holder is also an elected Trustee)

#### Accessibility Officer

Contact new members (referred by Membership Co-ordinator) who indicate on their application form that they may need additional support and follow up any issues affecting attendance at u3a meetings.

#### Beacon Administrator

Provide a support service to the Committee and members in relation to the use of the Beacon database, and our email webhosting facility - 'teignmouthu3a.org.uk' .

#### Business Secretary (T)

Act as the initial point of contact for all correspondence with the Third Age Trust and the Charity Commission, and for all general u3a enquiries. Maintain relevant policies and procedures and oversee process for review and amendments where necessary.

#### Chair (T)

Chair Committee meetings and the AGM; encourage participation from all Committee members in discussion and decision making and ensure decisions are followed through. Ensure representation at regional u3a meetings, and meetings of other community interest groups that might be of interest to members

#### Events Promoter/Publicity Officer

Prepare and organise distribution of posters and other promotional materials, and submit articles about Teignmouth & District u3a activities, to local press and on social media platforms. Update Display Boards, liaising with Communications Team and Group Leaders for up to date information and photographs of newsworthy events.

#### Group Support Co-ordinator (T)

Ensure open channels of communication are maintained between the Committee and Group Leaders, and that Groups are kept informed of any relevant changes to policies or procedures at local or national u3a level, via the Group Support Team

#### Group Support – General Studies / Outdoor Pursuits / Social Activities

Provide a support service to leaders of established Groups, particular in relation to record-keeping, risk assessment and insurance issues.

#### Membership Co-ordinator (T)

Maintain up to date records of members on the Beacon database, and liaise with the Treasurer on all financial aspects of membership. Send renewal reminders at the appropriate time and issue online membership cards with 'welcome email' on receipt of annual subscription.

#### Minutes Secretary

Prepare and circulate minutes of committee and sub-committee meetings, monitoring progress of decisions and agreed actions from previous meetings in conjunction with Chair and Team Leaders.

**/cont'd overleaf.....**

### New Groups Facilitator

Deal with enquiries from members interested in forming and/or leading a new Group. Provide advice and support to new Group Leaders, and assist with the promotion of new Groups in the Newsletter and at monthly meetings, etc..

### Newsletter Editor

Edit, publish and circulate a monthly Newsletter, providing members with information about u3a Groups, meetings and social events, including links to national u3a events and items of local news likely to be of interest to members

### Ordinary Member (T)

Support and assist other Trustees/Committee members to ensure the objectives and purposes of the u3a are maintained and the guiding principles of the u3a movement are adhered to.

### Refreshments Co-ordinator

Oversee the provision of refreshments at monthly General meetings and encourage members to help on a rota basis.

### Social Events Co-ordinator

Plan and organise formal and informal gatherings with other members of the social events team.

### Social Media Administrator

Monitor the Teignmouth & District u3a social media (Facebook) pages to ensure all 'posts' are appropriate and meet the criteria set, and liaise with the Communications Team to ensure regular updates about u3a activities are posted.

### Speakers Co-ordinator (T)

Plan and organise programme of Guest Speakers, book venues and arrange any technical support as required by speakers. Promote and publicise up-coming and past meetings, in conjunction with Events Promoter/Publicity Officer

### Treasurer (T)

Keep accurate and sufficiently detailed financial records, ensuring that strong financial management procedures and internal controls are in place, and prepare a finance report for each Committee meeting. Prepare an annual budget for Committee approval and adoption, and year end accounts for approval at the AGM

### Vice Chair (T)

Deputise for the Chair and remain familiar with all necessary procedures and current issues affecting Teignmouth & District u3a

### Website Administrator (T)

Liaise with the Chair and the Communications Team on the management, monitoring and updating of the website to ensure it meets the needs of Teignmouth & District u3a.