

## **TEIGNMOUTH & DISTRICT u3a - Outline of Committee Roles ('T' indicates post-holder is also a Trustee)**

### **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 and other meetings of u3a, and local meetings of other groups that are of interest to the u3a

### **Vice Chair (T)**

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

### **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.

### **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

### **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 membership cards to all members on receipt of annual subscription.

### **Group Liaison Officer (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

### **Policy & Development Officer (T)**

Liaise with the Business Secretary to ensure policies and procedures are in place to safeguard the interests of members and the Committee, and ensure any unresolved grievance issue or dispute is dealt with in accordance with agreed policies.

### **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 Communications Team.

### **Web-Master (T)**

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

### **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.

### **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' .

### **Events Promoter**

Prepare and organise distribution of posters and other promotional materials to maximise awareness of Teignmouth & District u3a events locally, and liaise with Group Support Team to ensure Display Boards contain up to date information on u3a Groups.

### **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.

### **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.

### **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

### **Publicity Officer**

Prepare articles about Teignmouth & District u3a activities, for submission to local press, liaising with Group Support Team and Communications Team for details and photographs of newsworthy events.

### **Social Media Officer**

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 published.

### **Social Secretary**

Work with the Social Events Team to plan and organise formal and informal gatherings for members and oversee the provision of refreshments at monthly General meetings.