

- **TEWKESBURY AND DISTRICT U3A JOB/ROLE DESCRIPTIONS**

### **CHAIR**

- Chair committee meetings, every two months
- Write (with committee support) and deliver the Annual Report
- Attend monthly meetings, make announcements and introduce the speaker. When necessary delegate the task
- Represent Tewkesbury U3A to other U3As/Cotswold Link and National U3A
- Support, where possible other committee members, if they are overloaded
- Assist in the update of policies, when necessary
- Prepare and review annually the New Members Handbook

### **TREASURER**

- Keeps full and accurate accounting records including financial reports to the committee.
- Agrees budgets with the committee
- Pays authorised bills.
- In conjunction with Membership Secretary, maintains records of members' Gift Aid forms; makes annual claims for Gift Aid repayments.
- Prepares and pays annual capitation fee to the Third Age Trust.
- Submits the Annual report to the Charities Commissioners following independent inspection of the Annual Accounts
- Is a point of reference on financial matters for Group leaders in case of need

### **MEMBERSHIP SECRETARY**

- Maintain up to date member details on database.
- Submit cheques to bank and notify Treasurer.
- Correlate on line banking payments with member details.
- Create and submit mailing lists
  - For publisher/TUTA news
  - For Third Age Trust mailing
  - For renewal reminders
- Mail lapsed members.
- Approve concessionary applications.
- Create post office payments.
- Deal with member queries.
- Maintain telephone database.
- Maintain email translation database.
- Attend committee meetings.
- Be available at Group Leader Meetings and Monthly meetings.
- Always be aware of data protection rules.

## **MINUTES SECRETARY**

- The role of Minutes Secretary involves:
- Generating and publishing to committee members an agenda for a forthcoming meeting seven days prior to that meeting (there are typically about six meetings/year);
- Taking minutes of a committee meeting, circulating draft copy of those minutes for perusal and then publishing to committee members definitive version;
- Playing a pro-active role in the annual AGM up to the point of the election/re-election of a chair;
- Overseeing with chair and TUTA News editor the construction of the members' booklet for the AGM;
- Taking and publishing the minutes of the annual AGM;
- Receiving and processing correspondence as required between meetings, often in e-mail format;
- Fulfilling other duties as may be reasonably requested by the committee from time to time.
- **Skills:**
- The ability to take minutes accurately and succinctly, noting action points;
- Ability to use internet in order to write minutes and to communicate them, ideally by e-mail, to committee members;
- Attention to detail.

## **GROUPS' LIAISON OFFICER**

- The main duty of the Group Liaison Officer is to be the key link between the Committee, Group Leaders and members, through keeping in contact with all Group Leaders, ensuring that any problems are quickly resolved if possible and informing the committee of any difficult issues
- Organising the twice-yearly Group Leaders meeting
- Issuing minutes of Group Leaders' meetings
- Informing Group Leaders of any changes in statutory regulations
- Informing Group Leaders of any information pertaining to them from the National Office.

## **EQUIPMENT OFFICER**

- The equipment officer
- maintains an equipment inventory.
- arranges inspection and safety check of equipment.
- advises committee and group leaders about the equipment.
- advises the committee about replacement, and purchases of equipment.
- Arranges storage of equipment.

## **BUSINESS SECRETARY**

- To be the email link between the committee and U3A
- To provide the committee with relevant information from U3A, in the form of a report
- To support the work of U3A committee

## **PUBLICITY OFFICER**

To ensure that U3A achieves a good profile in the Area

- Have posters displayed in relevant public areas
- Take up opportunities to display U3A to wider public – Wheatpieces Family Day, Abbey Fair, Christmas Lights, other appropriate events
- Ensure that local press is aware of ‘special events’ within U3A e.g. Silver Jubilee
- Maintain gazebo and banners
- Ensure branch holds sufficient publicity material (available from HQ)– negotiate a budget for this
- Produce rotas to ensure stall is covered by a cross-section of members

## **EDITOR OF TUTA NEWS**

- A working knowledge of Publisher and Word is essential
- The editor compiles all the information about groups for the quarterly magazine
- This includes: Venues and times of meetings; activities; reports; photos etc
- As the deadline for entries approaches the editor will send out a reminder via the Group Liaison member to all groups.
- As the entries come in they will be saved in a folder on the computer. I do double entries to try to avoid anything getting lost on the system.
- Three weeks before publication, when all entries are in, the editor will try to fit everything into the magazine in alphabetic order where possible.
- The editor then sends the magazine to the proof reader. When it is returned and corrections made then it is sent as a pdf direct to the publisher, who distributes these by post.
- The pdf is sent also to the Web-site manager for posting on the web-site.
- *This takes 3-4 working days four times a year.*

### **COTSWOLD LINK OFFICER**

- To attend meetings of Cotswold Link, which comprises TU3A's neighbouring U3As
- To be the person liaising between TU3A and Cotswold Link, taking issues from TU3A and bringing back key information from Cotswold Link meetings in the form of reports to full Committee meetings

### **EVENTS OFFICER**

- To devise a varied and stimulating programme of activities, events and visits during the year, open to all TU3A members
- To bring to Committee plans for such a programme
- To report back to Committee on the success of each event
- To communicate each event to members in advance

### **WEBMASTER**

- **Purpose of role:**
- To keep the website up to date and ensure it accurately reflects the activities of the Tewkesbury U3A.
- **Duties include:**
- Maintain the website with information from committee members, groups and organisations.
- Respond to general enquiries received through the website
- Active participation in the management of the U3A including regular attendance at AGM and committee meetings.
- Assist with social activities and promotional events.

### **NEW MEMBERS OFFICER**

- To liaise with Membership Secretary to ensure all new members are contacted after joining the U3A.
- Ensure that all new members have received a "New members' booklet and current TUTA News.
- Meet and greet new members at monthly General meetings.
- Organise New Members meetings every 6 months. Liaise with Group Leader Co-ordinators to ensure that some group leaders as well as a few committee members attend the meetings to welcome new members
- Distribute questionnaires at the welcome meeting to ascertain whether any new members have skills which they are willing to contribute to the U3A.
- Be available to answer or assist with any queries which the new members may have.

## **Speakers' Secretaries**

**First Meeting** to discuss and choose speakers from various sources.

*(Currently the WI information available online from Worcester WI and in booklet form from Gloucestershire WI. Other future sources could be: Attending a 'Speakers Meeting' where each speaker gives a short presentation; Liaising with other local groups (eg Probus))*

- Decide on future speakers and assign dates.
- Make contact by phone with speakers and offer date(s) and Agree on terms
- Send form [prepared] for speaker to complete
- Collect forms in a folder

**2nd Meeting** to discuss confirmed speaker's list.

- Confirm tea /coffee rota
- Make spreadsheet to cover all information: Date, Name of Speaker, Topic, Cost. Confirmation, speaker's email, speakers tel no, category of talk\*
- Print 'simple' copy of future speakers only including names and dates for the website, abiding by GDPR regulations.
- Send tea/coffee rota to Group Liaison Committee members for distribution to Group Leaders. Agree to make contact with each named group 2 weeks before the date reminding them to turn up at 9:30 am. They need bring nothing with them as provisions are provided.
- Agree to phone or email speakers 2 weeks before date.

Bi- annual Total 7 hours approx per person