



# **WHEATHAMPSTEAD U3A**

## **Executive Committee Job Descriptions**

### **Committee member responsible for Legal and Compliance**

Note: it is not necessary for this person to have formal qualifications or particular experience, but these may be helpful.

#### **Tasks:**

1. Undertake special projects (example: preparing submission to Charity Commission seeking registration)
2. Advising committee whether proposed activities are consistent with the content of this U3A's submission as above, and with the charitable purpose clause in its constitution
3. Advising secretary on the preparation of annual report to Charity Commission
4. Drafting documents required for this U3A (example: a reserves policy)
5. Reviewing guidance from central U3A and advising on its application to this U3A
6. Generally, providing legal input to the committee when required