

## **Wollaton u3a Committee Roles.**

All Committee Members are Trustees of Wollaton u3a:

**Below is summary of the roles undertaken by our Committee Members. These are “brief” and if you are interested in finding out more then please contact us and the individual committee members will provide fuller details. Ring 07523221663 for more information.**

**It is important to remember that under our Constitution no committee member should stay in any role for more than 3 years. This makes it vitally important that there is some rotation of committee members every year at the AGM. Please consider allowing yourself to be nominated for the committee to ensure the successful continuation of Wollaton u3a.**

The roles have now all been set up and policies established. If you are interested in one of the roles, all the committee would be happy to work alongside you/mentor you into this role. Whilst some of the roles may look a little daunting they can be adjusted to suit your skill set. For instance, you are interested in becoming membership secretary you may not want to manage Beacon, so another committee member could take on this responsibility. The aim is that all members should contribute to Wollaton u3a and help the committee wherever possible and at the same time “Learn, Laugh and Live” with the emphasis on “Laugh”.

### **General Responsibilities –**

**All committee members are also all Trustees of Wollaton u3a, and are jointly responsible to/for:**

- Ensure that Wollaton u3a abides by its constitution, safeguards its assets and provides effective controls over all its financial activities.
- Keep full financial records, including Wollaton u3a, all its interest groups etc., where appropriate.
- The safe keeping of all funds and assets belonging to Wollaton u3a.
- The financial policies of Wollaton u3a, so that they are recorded, communicated to members, reviewed and updated as the need arises, transparent to all its members and providing control whilst being pragmatic

### **Chair:**

To provide inclusive, democratic and impartial leadership of the committee and Wollaton u3a by:

- Ensuring the committee fulfils its responsibilities for the overall governance, strategic direction and financial stability of the u3a. Also, to ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes and abides by its the constitution.
- Overseeing that we follow the terms and conditions of affiliation to the Third Age Trust.
- Planning the committee meeting agenda in advance with the Secretary and to chair committee meetings ensuring that all necessary business is covered.
- Encouraging all members to put forward new ideas and initiatives for discussion.
- Involving the committee to determine the strategic direction and short and long term aims of the u3a, set its policies, define its goals, set targets and evaluate performance.
- Making sure that all Trustees clearly understand their duties and responsibilities and can make best use of their skills so they can become fully engaged and involved.
- Developing succession planning and ways of encouraging members to volunteer for the committee.
- To be constantly aware of the financial position of the U3A through regular communication with the Treasurer.

### **Secretary:**

Essentially the Secretary is the main point of contact between Wollaton u3a and the Third Age Trust, so apart from doing the normal admin for monthly Committee meetings (agenda, minutes

etc.), the Secretary deals with emails from National HQ & from the Nottingham network of U3As. This mainly involves skimming through each email and then forwarding it to the appropriate Committee member.

In addition, there is an annual return to the Charities Commission, completed in conjunction with the Treasurer. This takes about 20 minutes.

The Secretary needs to have a basic familiarity with the use of email and word processing.

#### **Treasurer:**

- Maintaining the financial records in accordance with the financial policies.
- Maintaining the financial records in accordance with the applicable charitable law and Charity Commissioners requirements.
- Managing the bank accounts in accordance with the financial policies.
- Preparation of accounts and budgets for committee members and meetings.
- Preparation of the annual accounts for the AGM, publication and filing.
- Ensuring that an Asset Register is maintained.

#### **Vice Chair:**

To provide support to the Chair with the running of Wollaton u3a.

#### **Membership Secretary:**

- To maintain a database of members on Beacon and to enrol new members throughout the year.
- To update the Treasurer regarding any new members.
- To manage the annual membership renewal process.
- To prepare and submit the Third Age Matters names and addresses when requested
- After renewal, to issue a reminder to non-renewed members.
- After renewal to delete non renewed members and destroy previous year's records.
- To manage "Beacon" for Wollaton u3a committee and group convenors
- To display attendance sheet at monthly meetings and respond to membership enquiries.

#### **Interest Groups Coordinator:**

- Encourage Members to share interests by starting/joining new groups
- Assist Convenors to find suitable venues to allow maximum accessibility
- Support Convenors with the needs of their groups
- Ensure Convenors have the necessary paperwork e.g., Risk assessment forms, registers, insurance claim forms, GDPR requirements
- Plan timetable to allow Members to attend as many groups as they wish – few clashes
- Act as link between Convenors and Committee

*The above are the main tasks for the Interest groups Coordinator and below is how I have carried out the role.*

- Referring to the u3a website, I wrote information sheets to assist Convenors and produced files for them – these need to be kept up to date.
- At Main Meetings, with the help of Members, I set up the tables where the Convenors sat so that they could 'advertise' their groups.
- In order to develop the groups, I set out boards with ideas for new groups and when there was sufficient interest, started new groups.
- Some Convenors keep their web pages up to date, but others find this difficult, so I am happy to cut and paste from an email to add information to their pages.

- There are requests from prospective members which come via the website, about groups and these have to be answered or forwarded to the appropriate person.

### **Meetings Coordinator:**

I hold a list and produce a rota of members prepared to help in Meeting, Greeting and Registering attendees at the regular monthly meetings.

I will also be responsible for organising the monthly coffee mornings from October.

During the coming year I will be forming a team of members to produce a Newsletter about Wollaton u3a for the members.

### **Speaker Secretary**

As Speaker Secretary I find speakers I think would be interesting for our Members at our Monthly Main Meetings. I attempt to vary the topic each month.

- Using Zoom has widened the scope as speakers can be found from all over the UK. Speakers need to be local when we meet at St. Leonard's Community Centre as we cannot expect them to travel a long distance.
- Members of other u3a's are not allowed to charge but reasonable travelling expenses can be paid.
- Sources of available Speakers can be found from other local u3a's and in Notts Area u3a Network there is a Speaker Secretaries Group. I have also used the following websites [SpeakerNet](#) and [diannemanning.co.uk](#). It is also possible to search the websites of other u3a's, Probus Clubs, WI's etc., for possible speakers.
- As a Charity we cannot pay other Charities unless they provide a service. I have been able to obtain occasional Local Charity Speakers by asking them to provide an invoice from their Charity for the cost of their talk.
- A database is kept with the dates of all our Main Monthly Meetings from the First Meeting in February 2019 forward into the future. The Name of the Speaker and their Topic, Agreed Cost, and my opinion of quality. Their Contact Details, date when booked and/or confirmed. I contact the speaker again usually between 10 & 14 days before the date of their talk and have been sending the Zoom invitation the weekend before the talk.
- I also keep a database of all the speakers who have contacted me or been recommended to me.

### **Refreshments Organiser:**

Organises refreshments at monthly meetings, involving a small support team. Purchases coffee, tea and biscuits and supervises collection of and washing of used cups etc.

### **Welfare Officer:**

Supervises Wollaton u3a welfare policy try to ensure that all members can take part in and enjoy all our events and groups

### **Website Administrator:**

The U3A Wollaton web administrator maintains and updates the Wollaton website and its content, maintains group user accounts, monitors usage statistics, updates group and committee content.