

Updated March 2018 - Review annually in February/March

Thrapston and District U3A – Specific Roles of Committee Members

Chairman:

1. Encourage and Support a vibrant and enthusiastic Thrapston and District U3A:

- Have a good knowledge of all aspects of U3A both locally and nationally.
- Actively engage with national and regional bodies in U3A. (e.g. Northamptonshire U3A Network).
- Encourage and drive the development of policies and strategies which support the principles and tenets of the U3A, reflect best practice and meet the needs of the members.
- Liaise with Committee Members as needed.
- Contribute to the Newsletter as required.
- Monitor local issues that relate to U3A members and engage with Town Council, local and regional organisations delivering services from which our members might benefit.

2. Chair monthly General Meetings:

- Welcome new members.
- Make and invite announcements from Group Leaders and others.
- Introduce speaker and give vote of thanks.

3. Chair monthly Committee Meetings:

- Agree agenda with Secretary.
- Ensure all major decisions are proposed and seconded.
- Approve minutes.

4. Chair the AGM and Deliver Annual Report.

5. Promote training for Committee Members:

- Encourage attendance of National and Regional training courses and workshops.
- Invite Committee members to attend Network Meetings.
- Provide training on Constitution, Trusteeship and the Structure, Aims and Objectives of U3A.

Vice Chairman:

1. Deputise for the Chairman:

- Be familiar with all necessary procedures and able to assume responsibility at short notice if required to do so.
- Chair General and Committee Meetings and other gatherings as requested by the Chairman.
- Be aware of the national and regional bodies in U3A. (e.g. Northamptonshire U3A Network).
- Attend committee meetings.

2. Organisation Development:

- Keep an ear to the ground for issues that may need to be addressed by the committee.

3. Interfacing:

- Act as the Committee's interface with Sub-Committees and Front of House.

Treasurer:

1. Keep the accounts of Thrapston and District U3A:

- Maintain an accounts spreadsheet and report updates to the Committee.
- Maintain account/s at Barclay's Bank, Thrapston and ensure that three signatories from the Committee are identified and approved by the Committee.
- Maintain a database of regular suppliers for payment by internet banking approved by the signatories.
- Reimburse expenses to Committee and other Members expenses as appropriate.
- Arrange hire and payment of venues for general and committee meetings .
- Accept and bank monies from Group Leaders and pay invoices for theatres, coaches, printing etc.
- Pay any other approved invoices.
- Liaise with person appointed at the AGM to examine the accounts at year end.
- Send the Annual Statement of Accounts to The Third Age Trust.

2. Ensure that the Committee has agreed appropriate procedures for the handling of financial matters:

- In liaison with the Chairman, produce guidelines for the approval and reimbursement of expenses and purchases.

3. Maintain a close working relationship with the Membership Secretary and Group Leaders:

- To facilitate the collection of membership fees.
- To provide financial advice to Group and Activity Leaders and assist those involved in financial transactions to maintain records of income and expenditure for inclusion in the U3A year end account.

4. To prepare a proposed budget annually:

- Discuss with Chairman and appropriate Committee Members , proposals for capital expenditure, conference expenses, applications for grants etc. and produce draft annual budget.
- Provide monthly budget updates for the Committee.
- Provide relevant data and make recommendations to the Committee about changes in membership fee.

5. Work with the Chairman to apply for Charitable status once the threshold has been reached.

Business Secretary:

1. Deal with postal and electronic correspondence:

- Discuss with Chairman and appropriate Committee Member(s).
- Provide information of events and courses for monthly meetings.

2. Arrange Agenda for Committee Meetings and the AGM.

- Consult with Chairman and Committee Members.
- Send out Agenda together with relevant discussion papers.

3. Attend Committee Meetings and AGM:

- Take Minutes.
- Give Secretary's report to monthly meeting.

4. Write minutes and distribute:

- Agree with Chairman, circulate final draft and arrange for publication on Thrapston & District U3A Website.
- Convey decisions taken to people who may be required to take action.
- To take action as required following the meeting.

5. Maintain a file of Agendas and Minutes.

6. Maintain File of important correspondence:

- Deal with correspondence following discussion with the Chairman.

7. Liaise with National Office:

- Ensure that information is relayed to the Committee and passed onto members.

8. Produce:

- Name tags for Committee Members and Group Leaders.

Membership Secretary:

1. New Enquirers/Members:

- Respond to queries from enquirers.
- Process new membership applications – enter on database, allocate membership number and issue receipt membership card and New Members pack.
- Update U3A Mailing email account with name, address and email.
- Forward new member details to Treasurer.
- Inform New Members Representative of new members

2. Renewals:

- Process returned renewal forms – check all details and adjust database.
- -Issue receipt and new membership cards.
- Send out reminder emails or make phone calls to those who have not renewed close to cut-off date.
- Immediately after this date, flag non-renewal's names in the database, inform Group Co-ordinator and report to committee.

3. General Meetings:

- Print 'names & numbers' list for booking in.
- Add up total attendance and report to committee.

4. Committee Meetings:

- Attend monthly & report on membership subscriptions.

5. General:

- Maintain database.
- Arrange for membership cards to be printed.
- Arrange revision & printing of membership form before end of financial year.
- Revise Welcome letters in liaison with the Chairman and arrange printing.
- Email the Third Age Matters database to Head Office, when requested within their given dates.
- Maintain confidentiality re: members' contact details, in accordance with Privacy Statement on Membership Form.

Groups Co-ordinator:

1. Group Leader's meetings:

- Arrange two meetings a year (normally September and May) with all Group Leaders to discuss broad policy, any proposed changes, problems/issues and forthcoming events.
- Book meeting room, give notice of the meeting to each Group Leader by e-mail or post.
- Chair the meeting and arrange for Minutes to be taken and sent out to all Group Leaders.

2. Setting up new groups:

- A new group can be established by:
Either by a member volunteering to lead a new group (a new activity or an extra group of a current activity) or, sufficient numbers of members interested in a new activity having a start-up meeting and encouraging someone to take on the role of Group Leader.
- Provide new Group Leaders with the latest copy of "Guidelines for Group Leaders.", Data Protection Notes, Risk Assessments, Group Leader ICE List and Register.
- Provide a sign-up list for new Group Leaders to obtain expressions of interest, signatures and contact details.

3. Committee liaison:

- To liaise with the Treasurer as to current room hire costs and research possible new venues.
- To attend monthly Committee Meetings.
- Prepare PowerPoint presentation with group information for each monthly meeting.
- Keep Webmaster and Newsletter Editor updated of new groups and changes to existing groups.

4. General group support:

- To be available to sort out any relevant problems within Groups.
- To supply Group Registers on request and remind leaders to complete and return them on time.
- To keep up-to-date with any room hire arrangements and remind leaders to book and cancel rooms through the Treasurer.
- Send Group Leaders a monthly list of members who have not renewed their membership.(with a reminder that those involved either need to renew their membership or leave the group)

Newsletter Editor:

1. Produce a monthly Newsletter for Thrapston and District U3A:

- Design a suitable front page, varying photographs whenever possible.
- Contact group co-ordinator for information on new and potential groups.
- Liaise with Secretary for updates on events, information, regional nuggets, deadlines etc.
- Obtain a 'From the Chair' article from the Chairman.
- Advertise amongst members for interesting articles, poems, photographs, creative writing etc.

2. Arrange for copying and distribution:

- Liaise with Membership Secretary re. number of postal and supplementary copies required.
- Liaise with Publicity Officer re. number of advertising copies required.
- Arrange the printing of one colour file copy and sufficient copies for postal members and for advertising.
- Arrange for distribution of postal copies either by hand or post.

3. Email copy to all member

- Email to members using U3A Mailing Email Account

Webmaster

1. Maintain Thrapston and District U3A website:

- Upload core information and photos as provided by the Committee, Groups etc.
- Propose changes to keep the website up to date, looking attractive and informative.

2. Report statistics of website visits ('hits') to Committee Members/Group Leaders.

3. Suggest and implement ways the Website might facilitate delivery of committee goals and individual committee members' activities.

4. Attend relevant Committee Meetings as required.

IT Operations Manager

1. Provide specialist advice to the Committee on IT and web-based issues.

2. Maintain the committee email accounts.

3. Maintain and update the Membership & Financial software.

4. Ensure that Thrapston and District U3A is compliant with its Privacy and Data Protection policies at all times.

5. Provide support and advice as required for those using Thrapston and District U3A Social Media in accordance with the Social Media Policy.

6. Ensure Privacy and Data Protection & Social Media policies are reviewed each year prior to the AGM.

Publicity Officer:

1. Identify and document the benefits of membership of Thrapston and District U3A.

2. Advertise Thrapston and District U3A:
 - Design and produce posters and leaflets and gain approval from the Committee.
 - Report/publicise U3A activities e.g. local press reports, local websites, local radio, local events/exhibitions, leaflets.
 - Distribute U3A publicity/information material e.g. Estate Agents (newcomers), community notice boards, Supermarkets, Post Offices, Town Council Office.
 - Arrange for articles to be written in for e.g. Nene Valley News, Jigsaw, Evening Telegraph, Village Connect.

3. Maintain a record of all transmitted information/material for reference and updating:
 - Liaise with Webmaster regarding uploading of material to U3A Website.

4. Update published material when necessary e.g. changes in contact information:
 - Monitor U3A internal communications to identify necessary changes to externally published material.
 - Apply changes/corrections to external material as required.

5. Be the Administrator for Social Media.

Speaker Seeker:

1. Book speakers for monthly meetings:

- Map speakers to provide a varied and relevant programme of events.
- Make initial contact with the speakers to discuss the content of their presentation and the fee.
- Confirm booking via e-mail, phone or letter and ask what equipment will be needed.
- Contact Speaker one month before the meeting to remind him/her of arrangements and again check the equipment that is needed.

2. On the day of the monthly meeting:

- Greet the Speaker and introduce them to the Chairman or person who is introducing them to the meeting.
- Introduce the speaker to the person setting up the sound equipment and the Treasurer to enable them to collect their fee.
- Thank them informally before they leave.

3. General:

- Attend Committee Meetings on a monthly basis.
- Maintain a list of possible speakers. These may come from U3A members, friends and from checking press releases from other organisations.
- Send Webmaster and Newsletter Editor, a list of booked speakers and dates plus a brief outline of their talk.

New Members Representative:

1. Aims:

- To make new members feel welcome and wanted.
- Help them quickly integrate into Groups.
- Talent-spot their skills for the future.

2. Welcome new members/enquirers & give any relevant information. Introduce to Group Leaders and other members as appropriate.

3. Organise New Members Coffee Mornings:

- Liaise with Membership Secretary to identify new members.
- Organise coffee mornings (at least once every 6 months).
- Liaise with Groups Coordinator to recruit a selection of Group Leaders to attend.
- Request a selection of Committee members to attend.
- Liaise with Treasurer for approval of finance and cost/availability of suitable venues.
- Contact new members by phone and invite to meeting. Follow up with an email to confirm details of where and when.
- Ask about Interest and match to Groups.
- Ask about mobility. Any help required getting to meetings.
- Liaise and identify any non attenders. Get in touch with them and invite them to the next meeting.
- Follow up New Members after 3 months to identify any issues.

3. Existing Members.

Liaise with Treasurer/Membership Secretary to identify members who are not attending any groups, or monthly meetings and make contact to help integrate.

Equipment Manager:

- Maintain a database of existing equipment which will include the name of the 'Holder, his/her contact phone number and email.
- Ensure the maintenance of the equipment e.g. PAT testing, and the replacement of consumables. e.g. batteries, lamps, etc.
- Liaise with Group Leaders re suggestions for equipment and the filtering of applications to the Committee.
- Advise the Group Leader if sufficient funds are not available.
- Send the completed form to the Secretary for distribution with the Agenda.
- Clarify the rationale for the suggestion to the Committee if required.
- Inform the Group Leader of the Committee's final decision re: the funding application.
- Be aware of other sources of funding and advise the Group Leader about these sources if required.

Access Advisor role:

1. Enable members and potential members with disabilities to access meetings and groups.
 - Carry out an access audit of the Plaza and, on request, other venues used by the U3A.
 - Make access notes available to the membership via a handout and on the website.
- 2 Identify the needs of individual members and facilitate their access by, for example: (the Plaza):
 - Advising on possible parking places either at the Plaza or nearby.
 - Ensuring that access to the ramp is clear.
 - Reserving a space within the Plaza for the person and his/her attendant.
 - Finding volunteers who can offer a lift to the person.
 - Ensuring that the induction loop system is in good working order and switched on.
- 3 Work with Group Leaders to facilitate access by individual members to public venues when requested.

4. Link with U3A Plus.

General Duties:

Committee Members:

In addition to the specific roles listed below, there are general Committee Members . Additional roles may be allocated according to need; for example, New Members Greeter, Refreshment Co – Ordinator , Social Secretary, Monthly Meeting Co-Ordinator

It may also be decided that one or more specific roles must have two Committee Members allocated.

It is important to remember that everybody on the Committee is a trustee.

Co-opted Members

Committees have the power to co-opt. This means that the committee may invite other people who have not been elected to join until the next AGM.

Committee members should consult with IT Operations Manager if they have any U3A related IT issues.