

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, East Midlands Association of U3As).
- 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 and local and regional organisations delivering services from which our members might benefit.

2. Chair monthly General Meetings:

- Welcome new members.
- 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.
- Invite Committee members to attend Network Meetings and Regional AGM.
- 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, East Midlands Association of U3As).
- Attend committee meetings.

2. Organisation Development:

- Keep an ear the ground for issues that may need to be addressed by the committee.
- Liaise with the Membership Secretary to encourage and ensure optimum re-enrolment of members.

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 spread sheet 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.
- Reimburse expenses to Committee members.
- Collect monies from Group Leaders and issue cheques when appropriate e.g. theatres, coaches.
- Arrange payment of venues for meeting and groups.
- Pay any other approved invoices.
- Liaise with auditor, appointed at the AGM to enable a check 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:

- Collect membership subscriptions and issue receipts if necessary.

4. To prepare a proposed budget annually:

- Discuss with Chairman and appropriate committee members, proposals for capital expenditure (e.g. equipment, web site development), conference expenses, applications for grants etc. and produce draft annual budget.

5. Apply for Charitable status and apply for HMRC Gift Aid:

- Once the threshold of £5,000 has been reached, work with the Chairman to acquire charitable status.

6. To assist in making recommendations about any increase in subscriptions.

Business Secretary:

1. Deal with postal and electronic correspondence:

- Discuss with Chairman and appropriate Committee Member(s).

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.
- Displays of events and courses for tables at monthly meetings.

Membership Secretary:

1. New Enquirers/Members:

- Respond to queries from enquirers.
- Process new membership applications – enter on database, allocate membership no. and send out membership card and welcome letter.
- Update Newsletter editor with name, address and email.
- Forward subscriptions to Treasurer.
- Invite to New Members' Meeting?

2. Renewals:

- Process returned renewal forms – check all details and adjust database.
- Send out new membership cards or hand out at Monthly meeting.
- Send out reminder emails or make phone calls to those who have not renewed close to cut-off date. Immediately after this date, remove non-renewal's names from database, inform Group Leaders and report to committee.

3. General Meetings:

- Print 'names & numbers' list for booking in.
- Add up total attendance and report to committee.
- Welcome new members/enquirers & give any relevant information. Introduce to Group Leaders and other members as appropriate.

4. Committee Meetings:

- Attend monthly & report on membership subscriptions.

5. General:

- Maintain database.
- Arrange for membership cards to be printed.
- Send monthly list of members not renewing to Groups Coordinator.
- Arrange revision & printing of membership form before end of calendar year and arrange copying.

- Print and revise Welcome letters in liaison with the Chairman.
 - Email whole database to Head Office, when requested within their given dates.
 - Maintain confidentiality re: members' contact details, in accordance with statement on membership form.
- Send Group Leaders a monthly list of members who have not reviewed their membership, with instructions to let the Membership Secretary know of any people on the list who are still attending their group.

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, and 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:
 - 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.", a risk assessment form 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 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 according through the Treasurer.

Newsletter Editor:

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

- Design a suitable front page, varying photographs whenever possible.
- Contact all group leaders monthly to gain up to date information on groups, contacts and vacancies.
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- 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 copies required.
- Liaise with Publicity Officer re. number of advertising copies required.
- Print off one colour copy and arrange for photocopying of black and white copies for postal members and colour copies for advertising.
- Arrange for distribution of postal copies either by hand or post.

3. Email copy to all members:

- Produce a group mailing list.
- Update monthly by liaising with membership secretary.
- Email to members.

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

5. Attend relevant Committee Meetings as required.

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. Library, estate agents (incomers), community notice boards, Supermarkets, Post Offices, Town Office.
- Arrange for articles to be written for East Northamptonshire News, Jigsaw, Evening Telegraph, Village Connect etc.

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. Maintain close working relationship with Social Media Rep'.

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.
- Assist 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 Rep:

1. Aims:

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

2. Organise New members Coffee Mornings:

- Liaise with Membership Secretary to identify new members.
- Organise coffee mornings/meeting 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.
- Offer a Buddy - local member to whom they can talk.

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 data base 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.

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 member's 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.