

Dawlish & District U3A: Committee Role Descriptions

Set out below are what we see as key elements in the various roles of committee members. This is intended to be a guide to assist in the smooth running of our work and to help new committee members or those contemplating joining the committee.

Chair

1. Maintain the objectives and purposes of the U3A
2. To chair Committee meetings and the AGM; preserving good order and ensuring clear decisions are reached
3. Ensure correct procedures and the constitution of Dawlish & District U3A are followed
4. Guide discussion in a positive manner, all the time assuming an impartial role
5. Allow different points to be expressed.
6. Encourage participation from all members in discussion and decision making
7. Ensure decisions are followed through, often in conjunction with the Secretary
8. Ensure representation at regional and other meetings of U3A and local meetings of other groups that are of interest to the U3A
9. Ensure new committee members receive an induction and that all Committee members receive the necessary support so that they can become fully engaged and involved.

Vice Chair

Deputise for the Chair and remain familiar with all necessary procedures and current issues affecting Dawlish & District U3A

Secretary

1. Construct the agenda for meetings with the Chair
2. Send out agendas and any relevant discussion papers
3. To ensure that fair and accurate minutes of meetings are prepared. After agreement with the chair of the meeting ensure that these are sent out promptly.
4. To arrange venues and equipment as required
5. To ensure the meetings are quorate and comply with the constitution of Dawlish & District U3A and relevant policies and procedures

6. Convey decisions taken to the people who are required to take action
7. Deal with correspondence in conjunction with the Chair and/or other Committee members as required
8. To ensure any queries/ comments/ complaints from members are considered by the Committee
9. Be the point of contact and reference between meetings
10. Be the link with National Office and ensure that information is relayed to the committee and membership, as appropriate
11. To keep minutes of meetings and other records that may be required in future

Treasurer

1. Keep accurate and sufficiently detailed financial records.
2. Ensure that all financial decisions are made at Committee level. Trustees have a collective responsibility for the proper handling of members' money.
3. Organise the operation of bank accounts in accordance with the instructions of the Committee. No Interest Group should operate their own.
4. Ensure that strong financial management procedures and internal controls are in place.
5. Make a recommendation on cheque signatories for Committee approval. Ensure that this approval is formally minuted in accordance with the requirements of the Bank.
6. Prior to each AGM prepare a statement of all income and expenditure in the previous financial year and have it Independently Examined. Present the statement to members at the AGM for adoption.
7. Prior to the renewal date recommend the level of subscription to be subsequently paid by members.
8. To produce an annual budget in line with short and long term objectives for approval and adoption by the Committee
9. To monitor the budget forecast and warn the Committee of any potential issues
10. Provide a financial report for each Committee Meeting..
11. Pay the annual membership subscription and direct mailing costs when requested by the Third Age Trust.
12. Pay approved invoices.
13. Pay claimed expenses in accordance with agreed policies.
14. Keep all financial records for six years.

Membership Secretary

1. Maintain up-to-date membership list and keep securely.
2. Issue membership cards to all members on receipt of annual subscription.
3. Deal as quickly as possible with enquiries from prospective members.
4. Ensure Dawlish & District U3A has and then issue Joining Packs to new members including information about Interest Groups
5. Liaise with treasurer on the financial aspects of membership.
6. Issue reminders for renewal of membership via Group website and newsletter or by hand or post to non-email users, at the appropriate time.
7. Send questionnaire to non renewers, if the committee so instructs.
8. Securely maintain an up-to-date Attendance Register for the general monthly meetings and complete as necessary at meetings.
9. Print out and name newsletters for non email users for issue at the monthly meeting, ensuring that any newsletters containing vital information are delivered to those non e-mailers who do not attend.
10. Prepare name badges for issue at monthly meetings.
11. Provide newsletter issuer and poster issuer with email addresses of members, updating as necessary.
12. Securely maintain the Direct Mail Database for Third Age Matters magazine (TAM) and transmit when instructed to do so by National Office.
13. Keep completed membership forms safely and dispose after 12 months should the member cease to belong to Dawlish & District U3A.
14. Following the closure of the membership renewal period ask Groups Co-ordinator to advise Interest Group leaders to check that all of their attendees are Dawlish & District U3A members.
15. Provide Committee Meetings with accurate figures for new members and the total number of current members

Publicity Officer

1. Produce publicity poster for monthly meetings and distribute to members
2. Ensure posters are placed on the major publicity notice boards in Dawlish both personally and through the group of volunteers

3. Produce media releases about Dawlish & District U3A activities, including monthly meetings. Interest group activities, to send to local media organisations
4. Liaise with Web Master as appropriate to ensure the Dawlish & District U3A website has any photographs or newsworthy material
5. Liaise with Chair of Dawlish & District U3A to produce the hard copy Calendar for all members
6. Promote Dawlish & District U3A at local events such as community groups and community events

Newsletter Editor

1. Be contact with convenors and collect, collate information sent by the convenors regarding their individual groups
2. Put such information into a readable format for the membership in the newsletter format.
3. Edit and typeset newsletter and include any relevant information that the membership might need to know
4. Newsletter to be distributed to the membership on a regular monthly interval or as agreed by Committee.

Web Master

1. Plan, implement, manage, monitor and upgrade Dawlish & District U3A website
2. Respond to all website issues
3. Collaborate with Group Co-ordinators and Committee Members to ensure website meets Dawlish & District U3A needs
4. Ensure compliance on the website with all laws and regulations
5. To liaise with technical support as necessary

Groups co-ordinator

1. Generally help and support group convenors; especially when new groups are being set up. Helping to publicise them via website; newsletter; monthly meetings etc.
2. Recruit, induct and support new Group Convenors
3. Encourage Group Convenors to find out about the variety of resources available to them

4. Organise an annual function for Conveners to show appreciation for their contribution to Dawlish & District U3A
5. Ensure Group Conveners are aware of the requirement to report and record all accidents
6. To provide the Committee with updates on progress/ development of Interest Groups
7. Ensure good communications between Group Conveners and the Committee
8. To be the point of contact for any problems that might arise in the running of interest groups, resolving any minor conflicts while referring Any serious matter to the Committee

Speakers Co-ordinator

1. Ensure there is a speaker for the Dawlish & District U3A monthly meetings as required by the committee
2. Liaise with the speakers to ensure that have good instructions regarding finding the venue, any honorarium, and any particular requirements
3. Liaise with the Publicity Officer to inform of the forthcoming talk
4. Liaise with Treasurer re budgetary implications

Member without specified role

1. Support the work of the Committee and undertake tasks as agreed with the Committee
2. Contribute actively to Committee Meetings
3. Help out at events for the membership

Role of the welfare officer

The welfare officer's role is a very important one. We are not only learning, laughing and living, we are also caring for each other.

Having been informed of a member who is unwell, in hospital or facing any other situation which is causing concern the welfare officer will ring up the member and /or write a card. This could also be the case where a member's relative or close friend is going through difficulty.

The welfare officer will keep in close liaison with the Groups Co-ordinator and report back to the Committee on a regular basis.