

## **August 2022 Version 3**

### **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. Provide leadership to the Dawlish & District u3a
2. Communicate with members on a regular basis
3. Maintain the objectives and purposes of the u3a
4. To chair Committee meetings and the AGM, preserving good order and ensuring clear decisions are reached
5. Ensure correct procedures and the constitution of Dawlish & District u3a are followed
6. Guide discussion in a positive manner, all the time assuming an impartial role
7. Allow different points to be expressed
8. Encourage participation from all members in discussion and decision making
9. Ensure decisions are followed through, often in conjunction with the Secretary
10. Ensure representation at regional and other meetings of u3a and local meetings of other groups that are of interest to the Dawlish & District u3a
11. 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. 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. Arrange venues and equipment as required
5. 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. 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.
4. Ensure that strong financial management procedures and internal controls are in place
5. Work with conveners of interest groups to ensure that all groups manage their affairs correctly, including the requirement not to operate independently
6. Make a recommendation on cheque signatories for Committee approval. Ensure that this approval is formally minuted in accordance with the requirements of the bank
7. 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
8. Prior to the renewal date recommend the level of subscription to be subsequently paid by members
9. To produce an annual budget in line with short and long-term objectives for approval and adoption by the Committee
10. To monitor the budget forecast and warn the Committee of any potential issues
11. Provide a financial report for each Committee meeting
12. Pay the annual membership subscription and direct mailing costs when requested by the Third Age Trust
13. Pay approved invoices
14. Pay claimed expenses in accordance with agreed policies
15. Keep all financial records for six years.

## **Membership Secretary**

1. Through the medium of the Beacon management system:
  - a. maintain up-to-date membership list and keep securely
  - b. Issue membership cards to all members on receipt of annual subscription
  - c. Keep completed membership forms safely and dispose after 12 months should the member cease to belong to Dawlish & District u3a
  - d. Securely maintain the Direct Mail Database for Third Age Matters magazine (TAM) and transmit when instructed to do so by National Office.
2. Ensure that information held on Beacon is accurate
3. Deal as quickly as possible with enquiries from prospective members
4. Ensure Dawlish & District u3a has and then issues 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. Following the closure of the membership renewal period ask Groups Co-ordinator to advise Interest Group leaders to check that all their attendees are Dawlish & District u3a members.
9. Provide Committee meetings with accurate figures for new members and the total number of current members

10. Securely maintain an up-to-date Attendance Register for the general monthly meetings and complete as necessary at meetings
11. Ensure that hard copy of newsletters containing vital information are delivered to those non emailers who do not attend monthly meetings

### **Publicity Officer**

1. Ensure that monthly meetings and other events and activities are effectively publicised to members and the wider community as appropriate.
2. Produce media releases about Dawlish & District u3a activities, including monthly meetings and interest group activities, to send to appropriate media organisations
3. Liaise with Web Master as appropriate to ensure the Dawlish & District u3a website is up to date and effective
4. Promote Dawlish & District u3a to the local community, including by organising a u3a presence at community events

### **Newsletter Editor**

1. Using a format agreed with the Committee, edit the Dawlish & District u3a Newsletter monthly using material submitted by members
2. Be prime point of contact to collate information sent by the convenors regarding their individual groups and other activities of the Dawlish & District u3a
3. Send the draft newsletter to the Chair or other officer as agreed for final proof reading prior to distribution by email or as agreed by the 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 or changing Convenors, 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 and assist in this if required
4. Advise on new group activities and meeting times to avoid conflict with existing groups
5. Ensure Group Convenors are aware of the requirement to report and record all accidents
6. To provide the Committee with updates on progress and development of Interest Groups
7. Ensure good communications between Group Convenors 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 requirements for technical support or other matters
3. Liaise with the Publicity Officer and Web Master 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

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