

Milford on Sea U3A Committee Roles September 2022

This list covers roles undertaken by the Committee and other members who work closely with them. We do not work in isolation. Many small groups are formed.

Chair

- ✓ Provides overall leadership of the organisation
- ✓ Encourages members' participation in our U3A
- ✓ Provides support for other roles on the Committee
- ✓ Chairs Committee meetings
- ✓ Hosts Monthly meetings; ensures arrangements are in place, coordinates announcements, arranges vote of thanks to Speaker
- ✓ Writes in the Newsletter
- ✓ Sends general all member emails, eg monthly meeting
- ✓ Monitors email account (with Secretary and others as appropriate)
- ✓ Hosts new members meetings
- ✓ Writes AGM report
- ✓ Arranges new committee members' induction
- ✓ Attends New Forest Network meetings
- ✓ Ensures AGM preparations and management are in place
- ✓ Coordinates U3A presence at Community functions (eg. Networking meetings, Newcomers' Supper etc)
- ✓ Organises succession planning for Committee roles

Vice Chairs (up to 2, Currently 1)

- ✓ Deputises for Chair / shares and supports the above tasks
- ✓ Completes u3a Annual Return on behalf of Committee
- ✓ The Vice Chair may have another role

Secretary

- ✓ Prepares agendas based on agenda template and in consultation with the chair
- ✓ Produces & circulates minutes of Committee Meetings and AGM
- ✓ Circulates correspondence and papers to Committee (with Chair & others)
- ✓ Monitors u3a general gmail account (with Chair and others)
- ✓ Ensures that room bookings for Committee, monthly meetings, new members meetings are in place.
- ✓ Coordinates nominations for AGM
- ✓ Updates new committee member induction pack (with Chair)
- ✓ Coordinates the delivery of copies of Newsletter to members without email

Treasurer

- ✓ Keeps Accounts
- ✓ Has responsibility for banking
- ✓ Payments and receipts including: membership, groups, expenses, Community Centre/rooms, Third Age Trust (capitation and newsletter fee), social activities
- ✓ Has responsibility for Gift Aid with Membership Secretary
- ✓ Undertakes membership renewal with Membership Secretary
- ✓ Responsible for returns to Charity Commission
- ✓ Prepares end of year accounts and report for the AGM

- ✓ Advises the Committee on all financial issues

Membership Secretary

- ✓ Maintains and updates membership information on Beacon
- ✓ Submits names and addresses to TAT for distribution of T.A Matters
- ✓ Reports to Committee on membership numbers
- ✓ Alerts Secretary to any new members without email address
- ✓ Responsible for membership renewal
- ✓ Provides information to Committee for new members Meetings
- ✓ Writes AGM membership report
- ✓ Works as part of a team with Treasurer and Beacon administrator.

Groups Coordinator

- ✓ Keeps Groups' timetable up to date
- ✓ Disseminates information on Groups to members via
 - New Members Meetings and contact with individuals
 - Newsletter articles, website, Facebook
 - Groups table and announcements at monthly meetings
 - Sending out of timetable
- ✓ Oversees risk assessments
- ✓ Arranges and leads Coordinators' meetings
- ✓ Supports and advises Coordinators, advises on room bookings
- ✓ Allocates use of Zoom login details when needed
- ✓ Facilitates new groups & workshops
- ✓ Prepares Report for the AGM
- ✓ Arranges Coordinators' Annual Celebration

Policy and Procedures Coordinator (currently Vice Chair)

- ✓ Ensures all policies required by us as a charity are in place
- ✓ Ensures all policies are reviewed annually
- ✓ Works with other Committee members to ensure that all procedures are followed, including communication with the Charity Commission

Newsletter Editor

- ✓ Oversees schedule for Newsletters
- ✓ Edits and lays out Newsletter to include:
 - Publicity for monthly meetings, social events etc.
 - Articles from Committee members
 - Articles and photographs submitted by members
 - Announcements on behalf of Committee
 - Community information appropriate for members
- ✓ Sends out Newsletter by email

Publicity Organiser/Team (currently Newsletter Editor)

- ✓ Administers Facebook Group & Facebook Page
- ✓ Produces art work for advertising
- ✓ Produces other printed materials as required
- ✓ Produces copies of recruitment leaflet
- ✓ Writes/Coordinates articles in Village Voice etc

Speakers' Secretary

- ✓ Plans Speaker Programme with the Committee
- ✓ Contacts prospective speakers
- ✓ Books appropriate speakers, confirms and checks etc
- ✓ Passes on information re financial arrangements to Treasurer
- ✓ Passes on speaker requirements to technical support and/or Zoom organiser
- ✓ Passes information on Speaker and talk to Website administrator, Newsletter Editor and giver of vote of thanks.
- ✓ Greets and takes care of Speaker
- ✓ Writes letters/emails of thanks to Speakers

Website Administrator, Beacon and IT Support Team (Currently one person)

- ✓ Maintains and administers website
- ✓ Adds/updates general information and links on website
- ✓ Undertakes overall administration of Beacon system
- ✓ Oversees Google Drive
- ✓ Adds items for committee members & Interest Groups Coordinators where required
- ✓ Supports Committee members and Groups Coordinators in editing the website themselves and in using Beacon
- ✓ Monitors email account (with Chair/Secretary/others)
- ✓ Supports Committee members IT needs
- ✓ Supports Coordinators IT needs

Monthly Meeting Coordinator (with Committee and other members)

- ✓ Arrives early for meeting
- ✓ Checks room layout with caretaker in advance of meeting
- ✓ Liaises with CC re audio visual/speakers requirements, loop system etc.
- ✓ Ensures there are enough people (from Committee and Social Group to meet and greet members
- ✓ Ensures there are enough members of the tea team available

On Zoom:

- ✓ Works with Speaker Secretary to ensure that Speakers can undertake zoom effectively
- ✓ Hosts the zoom meeting, including using breakout rooms.

Social Events/Group organiser/s

- ✓ Organise social events, coffee mornings etc
- ✓ Social event arrangements
- ✓ Meeting and Greeting at meetings
- ✓ Ensures there are adequate supplies of refreshments in the cupboard for meetings
- ✓ Represents the U3A in the local community formally and informal