

BEVERLEY AND DISTRICT U3A

SUMMARY OF ROLES OF OFFICERS ON THE COMMITTEE (SEPTEMBER 2024 EDITION)

OFFICERS

The constitution specifies the length of office for the committee members and the officers.

Officers:

- Chair
- Secretary
- Treasurer

Other important roles:

- Vice Chair (*usually carried out in conjunction with other committee role*)
- Membership Secretary
- Groups Facilitator
- Newsletter Editor (*not necessarily on the committee*)
- Publicity Officer
- Speaker Finder
- Social Secretary (*optional role*)
- IT Officer
- Compliance Officer
- Monthly Meeting Coordinator (*not necessarily on the committee*)

CHAIR

Role Summary

- To provide inclusive and democratic leadership of the board of Trustees (the committee)
- To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of the u3a
- To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the constitution) and complies with charity law and other relevant legislation
- To ensure the u3a upholds the guiding principles
- To oversee adherence to the terms and conditions of affiliation to the Third Age Trust

- To ensure the effective and efficient administration of the u3a
- To safeguard the good name and values of the u3a organisation

SECRETARY

Role summary

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee)
- To take overall responsibility for the day to day administration of the u3a
- To deal with all correspondence and the circulation of information
- To ensure meetings are effectively organised and minuted
- To maintain effective records
- To act as an information and reference point for all members of the committee
- To liaise with the Third Age Trust and Charity Commission as required

TREASURER

Role Summary

- To oversee the finances of the u3a in line with good practice and in accordance with the u3a's governing document (constitution), the wishes of the board (committee) and charity legislation
- To take day to day responsibility for the u3a's finances
- To provide regular reports to the board on the financial position of the u3a
- To ensure the financial resources meet the present and future needs of the u3a
- To ensure effective measures, controls and procedures are put in place which are appropriate to the u3a and will safeguard assets and ensure financial security

VICE CHAIR

Role Summary

- To deputise for the Chair in his/her absence
- It is usual for the Vice Chair to hold another Committee position although constitutionally this cannot be an Officer role ie Secretary or Treasurer

- It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role.

MEMBERSHIP SECRETARY

Role summary:

- To provide information to prospective members
- To be responsible for the paperwork and administration pertaining to u3a membership
- To maintain accurate membership records in the desired format

GROUPS FACILITATOR

The member responsible for facilitating the initiation of new interest groups and supporting existing groups. Most Groups Facilitators are committee members.

Role Summary

- To facilitate the setting up of new interest groups
- To support and advise the Group Coordinators
- To ensure good communication between the Group Coordinators, the group members, the Committee and the u3a as a whole

PUBLICITY OFFICER

Role Summary

- To publicise Beverley and District u3a using all media eg radio, TV, newspapers, posters etc.
- To liaise with local business/organisations as appropriate
- To edit/prepare and distribute the quarterly Newsletter
- To manage the Beverley & District u3a website

SPEAKER FINDER

Role Summary

- To organise speakers for the Monthly Meeting
- To introduce and thank speakers at the meeting
- To book and liaise with the venue
- To work within the allocated budget

IT OFFICER

Role Summary

- To update Beacon as requested
- To liaise with national Beacon team
- To update committee on IT developments
- To provide support for members to use Zoom and/or Beacon
- To provide technical support for SiteBuilder website, liaison with SiteBuilder team and any training required
- To collect and return laptop and projector from/to Lairgate Hotel, set up and take down as required at monthly meetings

SOCIAL SECRETARY

Role Summary

- To ensure outings, trips or events are carried out in accordance with u3a advice and policies
- To advise other u3a members who wish to run any outings, trips or events
- To be aware of the Financial Matters – Guidance – relevant to outings, trips or events

COMPLIANCE OFFICER

Role Summary

- To ensure compliance with legislation, u3a governance and Charity Commission
- To protect and manage any property and assets belonging to the u3a
- To organise required maintenance or testing of u3a equipment
- To maintain a file of accident reports

MONTHLY MEETING COORDINATOR

- To liaise with relevant volunteers to ensure all tasks are covered
- To ensure that required projection equipment is available (IT Officer supplies)
- To oversee health and safety issues

ALL COMMITTEE MEMBERS

- To attend committee meetings having prepared beforehand (rules about absence in Beverley and District u3a Constitution)
- To attend and help run monthly meetings
- To explore the issues and take responsibility – following decisions up
- To participate in the organisation and management of Beverley and District u3a

- Committee Members/Officers need to have a reasonable level of computer literacy
- To comply with the role of Trustee specified by the Charity Commission