

## **Thrapston and District U3A – Specific Roles of Committee Members**

### **General Requirements:**

Running such a large and vibrant organisation as u3a without overburdening committee members, means working smarter, not harder. To this end we utilise IT whenever possible and this requires committee members to have some IT skills, depending on their role. The use of email is essential in all roles and members are issued with an official u3a email for daily communications. Other role specific requirements are listed against their role descriptions. Although Microsoft Office 365 is specified, members may use any software that can export documents in a common format. Training and assistance will be provided by the outgoing member and the IT Operations Manager.

In addition to the role specifics below, all committee members are required to attend monthly committee meeting and send a monthly report to all committee members, at least 2 days prior.

### **Chairman: (Essential: Gmail, Word. Desirable: Excel.)**

1. Encourage and support a vibrant and enthusiastic Thrapston and District U3A:
  - a. Have a good knowledge of all aspects of U3A both locally and nationally.
  - b. Actively engage with national and regional bodies in U3A. (e.g. Northamptonshire U3A Network).
  - c. 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.
  - d. Liaise with Committee Members as needed.
  - e. Contribute to the Newsletter as required.
  - f. Monitor local issues that relate to U3A members and engage with Town Council, local and regional organisations delivering services from which our members might benefit.
2. Chair Monthly General Meetings:
  - a. Welcome new members.
  - b. Make and invite announcements from Group Leaders and others.
  - c. Introduce speaker and give vote of thanks.
3. Chair Monthly Committee Meetings:
  - a. Agree agenda with Secretary.

- b. Ensure all major decisions are proposed and seconded.
  - c. Approve minutes.
- 4. Chair the AGM and Deliver Annual Report.
- 5. Promote training for Committee Members:
  - a. Encourage attendance of National and Regional training courses and workshops.
  - b. Invite Committee members to attend Network Meetings.
  - c. Provide training on:
    - Constitution,
    - Trusteeship
    - Structure, Aims and Objectives of U3A.

**Vice Chairman: (Essential: Gmail, Word. Desirable: Excel.)**

1. Deputise for the Chairman:
  - a. Be familiar with all necessary procedures and able to assume responsibility at short notice if required to do so.
  - b. Chair General and Committee Meetings and other gatherings as requested by the Chairman.
  - c. Be aware of the national and regional bodies in U3A. (e.g. Northamptonshire U3A Network).
  - d. Attend committee meetings.
2. Organisation Development: Keep an ear to the ground for issues that may need to be addressed by the committee.
3. Interfacing: To act as the link between roles undertaken by non-committee members (e.g. Social Group, New Members Representative, Access Advisor) and the Committee and to liaise with those involved as the Trustee representative of the U3A.

**Treasurer: (Essential: Gmail, Excel, Word.)**

1. Keep the accounts of Thrapston and District U3A:
  - a. Maintain an accounts spreadsheet and report updates to the Committee.
  - b. Maintain account/s at Barclay's Bank and ensure that three signatories from the Committee are identified and approved by the Committee.
  - c. Maintain a database of regular suppliers for payment by internet banking approved by the signatories.
  - d. Reimburse expenses to Committee and other Members as appropriate.
  - e. Arrange hire and payment of venues for general and committee meetings.
  - f. Accept and bank monies from Group and Activity Leaders.
  - g. Pay any other approved invoices including invoices for theatres, coaches, hire of halls etc.
  - h. Liaise with person or company appointed at the AGM to examine the accounts at year end.
  - i. Ensure the Examiner of the Accounts sends the Annual Statement of Accounts to The Third Age Trust and to the Charity Commission.
2. Ensure that the Committee has agreed appropriate procedures for the handling of financial matters:
  - a. In liaison with the Finance & General Purposes Sub Committee produce guidelines for the approval and reimbursement of expenses and purchases.
3. Maintain a close working relationship with the Membership Secretary and Group and Activity Leaders:
  - a. To facilitate the collection of membership fees including those paid by BACS.
  - b. To support Group and Activity Leaders by providing financial advice and assisting those involved in financial transactions to maintain records of income and expenditure for inclusion in the U3A year-end accounts.
  - c. To send accounting records to each group and activity leader twice a year to verify records are correct.
4. To prepare budget annually:
  - a. Discuss with Finance & General Purposes Sub Committee proposals for capital expenditure, conference expenses, speakers, applications for grants etc. and produce draft annual budget.

- b. Provide monthly budget updates for the Committee.
- c. In conjunction with the Finance & General Purposes Sub Committee provide relevant data and make recommendations to the Committee about changes in membership fee.

**NOTE:** Consideration to be given as to whether this role can be divided between the Treasurer and an Assistant Treasurer who would have financial responsibility for Group and Activities Leaders activities.

**Business Secretary: (Essential: Gmail, Word.)**

1. Deal with postal and electronic correspondence:
  - a. Discuss with Chairman and appropriate Committee Member(s).
  - b. Provide information of events and courses for monthly meetings.
2. Arrange Agenda for Committee Meetings and the AGM:
  - a. Consult with Chairman and Committee Members.
  - b. Send out Agenda together with relevant discussion papers.
3. Attend Committee Meetings and AGM:
  - a. Take Minutes.
  - b. Give Secretary's report to monthly meeting.
4. Write minutes and distribute:
  - a. Agree with Chairman, circulate final draft and arrange for publication on Thrapston & District U3A Website.
  - b. Convey decisions taken to people who may be required to take actions as required following the meeting.
5. Maintain a file of Agendas and Minutes.
6. Maintain File of important correspondence and deal with correspondence following discussion with the Chairman.
7. Liaise with National Office and ensure that information is relayed to the Committee and passed onto members.
8. Produce Name Tags for Committee Members and Group Leaders.
9. keep a list of committee members' holiday dates.
10. On the 30th of the month forward any IT items to Jason which need to be added to the website.

**Membership Secretary: (Essential: Gmail, Excel, Word.)**

1. New Enquirers/Members:
  - a. Respond to queries from enquirers.
  - b. Process new membership applications – enter on database, allocate membership number and issue receipt membership card and New Members pack.
  - c. Update U3A Mailing email account with name, address and email.
  - d. Forward new member details to Treasurer.
  - e. Inform New Members Representative of new members
2. Renewals:
  - a. Process returned renewal forms – check all details and adjust database.
  - b. Issue receipt and new membership cards.
  - c. Send:
    - i. Reminder emails or make phone calls to those who have not renewed close to cut-off date.
    - ii. Immediately after this date, flag non-renewal's names in the database, inform Group Co-ordinator and report to committee.
3. General Meetings:
  - a. Prepare Names and Numbers list for booking in and email it for printing.
  - b. Add up total attendance and report to committee.
4. Committee Meetings: Attend monthly & report on membership subscriptions.
5. General:
  - a. Maintain database.
  - b. Arrange for membership cards to be printed.
  - c. Arrange revision & printing of membership form before end of financial year. Revise Welcome letters in liaison with the Chairman and arrange printing.
  - d. Email the Third Age Matters database to Head Office, when requested within their given dates.

- e. Maintain confidentiality re: members' contact details, in accordance with Privacy Statement on Membership Form.



**Groups Co-ordinator: (Essential: Gmail, Word, PowerPoint. Desirable: Excel.)**

1. Group Leader's Meetings:

- a. Arrange two meetings a year (normally September and May) with all Group Leaders to discuss broad policy, any proposed changes, problems/issues, forthcoming events and to thank them all for their hard work.
- b. Book meeting room, give notice of the meeting to each Group Leader by e-mail or post.
- c. Chair the meeting and arrange for Minutes to be taken and sent out to all Group Leaders.

2. Setting Up New Groups:

- a. A new group can be established by:
  - i. Either by a member volunteering to lead a new group (a new activity or an extra group of a current activity)
  - ii. Or enough members interested in a new activity, having a start-up meeting and encouraging someone to take on the role of Group Leader.
- b. Provide new Group Leaders with the latest copy of Guidelines for Group Leaders, Data Protection Notes, Risk Assessments, Group Leader ICE List and Register.
- c. Provide a sign-up list for new Group Leaders to obtain expressions of interest, signatures and contact details.
- d. Go through the Group Leaders' Guidance Document with the new Group Leader. Especially:
  - i. The need to book venues through the Treasurer who will subsequently pay all invoices and advise them of the group's account holdings.
  - ii. The need to pay all moneys to the Treasurer.
- e. Advise Group Leader of suitable venues available, as required.

3. Committee Liaison:

- a. Liaise with the Treasurer as to current room hire costs and research possible new venues.
- b. Annually, liaise with Membership Registrar for a list of those who have not renewed their membership and send to all Group Leaders.

- c. Liaise with the Equipment Manager on what equipment is available for groups to use.
- d. Attend monthly Committee Meetings.
- e. Prepare PowerPoint presentation with group information for each monthly meeting.
- f. Keep Webmaster and Newsletter Editor updated of new groups and changes to existing groups.

4. General Group Support:

- a. Be available to sort out any relevant problems within Groups.
- b. Supply Group Registers on request.
- c. Advise Group Leaders of equipment available for their use.
- d. Keep up to date with any room hire arrangements and remind leaders to book and cancel rooms through the Treasurer.
- e. Send Group Leaders a list of members who have not renewed their membership (with a reminder that those involved either need to renew their membership or leave the group). *Note: We allow members a maximum of 3 months to renew, after which time (if they have not already done so) the Group Leader should ask them to leave.*
- f. Speak up for and supporting Group Leaders generally and devising ways for the U3A to show appreciation of its Group Leaders.

**Newsletter Editor: (Essential:** Gmail, Word, Mailchimp). **Desirable:** Microsoft Publisher

1. Produce a monthly Newsletter for Thrapston and District U3A:
  - a. Design a suitable front page, varying photographs whenever possible.
  - b. Contact group co-ordinator for information on new and potential groups.
  - c. Liaise with Secretary for updates on events, information, regional nuggets, deadlines etc.
  - d. Obtain a 'From the Chair' article from the Chairman.
  - e. Advertise amongst members for interesting articles, poems, photographs, creative writing etc.
2. Arrange for copying and distribution:
  - a. Liaise with Membership Secretary re. number of postal and supplementary copies required.
  - b. Liaise with Publicity Officer re. number of advertising copies required.
  - c. Arrange the printing of one colour file copy and sufficient copies for postal members and for advertising.
  - d. Arrange for distribution of postal copies either by hand or post.
3. Email copy to all members using "U3A Mailing" Email Account.
4. Liaise with Business Secretary and two weeks before the AGM, send the following documents to all members using Mail Chimp:
  - a. AGM Agenda.
  - b. Copy of previous year's Minutes.
  - c. Copy of previous year's Accounts.

**IT Operations Manager: (Essential:** Gmail management, Word. **Desirable:** Knowledge of computer maintenance tasks, software and website issues).

1. Provide specialist advice to the Committee on IT and web-based issues.
2. Maintain the committee email accounts.
3. Maintain and update the Membership & Financial software if required.
4. Ensure that Thrapston and District U3A is always compliant with its Privacy and Data Protection policies.
5. Provide support and advice as required for those using Thrapston and District U3A social media in accordance with the social media policy.
6. Ensure Privacy and Data Protection & Social Media policies are reviewed each year prior to the AGM.

**Publicity Secretary: (Essential: Gmail, Word. Desirable: Facebook).**

1. Identify and document the benefits of membership of Thrapston and District U3A.
2. Advertise Thrapston and District U3A:
  - a. Design and produce posters and leaflets and gain approval from the Committee if required.
  - b. Report/publicise U3A activities e.g. local press reports, local websites, local radio, local events/exhibitions, leaflets and social media.
  - c. Distribute U3A publicity/information material e.g. Estate Agents (newcomers), community notice boards, Supermarkets, Post Offices, Town Council Office.
  - d. Arrange for articles to be written in for example Thrapston Life, Evening Telegraph, Village Connect, Raunds Round Up, Saints Alive, Titchmarsh Times, and Pink Sheet.
3. Maintain a record of all transmitted information/material for reference and updating and liaise with Webmaster regarding uploading of material to U3A Website.
4. Update published material, when necessary, e.g. changes in contact information:
5. Be the Administrator for social media – see below:

**Social Media Administrator: (Essential: Gmail, Facebook).**

This role can be incorporated into the Publicity role or done separately by a social media specialist.

1. Use the Thrapston & District Facebook account to:
  - a. Actively seek new members.
  - b. Advertise interest groups.
  - c. Promote monthly talks.
  - d. Explain what u3a is and does.
2. Post at least once a week.
3. Ensure information is up to date.
4. Source copyright images or Thrapston u3a photographs to illustrate posts.

**Speaker Seeker: (Essential: Gmail, Word, Excel).**

1. Book speakers for monthly meetings:
  - a. Map speakers to provide a varied and relevant programme of events.
  - b. Make initial contact with the speakers to discuss the content of their presentation and the fee.
  - c. Confirm booking via e-mail, phone or letter and ask what equipment will be needed.
  - d. 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:
  - a. Set up the Plaza audio/visual equipment.
  - b. Greet the Speaker and introduce them to the Chairman or person who will introducing them to the meeting.
  - c. Introduce the speaker to the person setting up the sound equipment and the Treasurer to enable them to collect their fee.
  - d. Thank them informally before they leave.
3. General:
  - a. Attend Committee Meetings monthly.
  - b. Maintain a list of possible speakers. These may come from U3A members, friends and from checking press releases from other organisations.
  - c. Send Webmaster, Newsletter Editor and Publicity a list of booked speakers with dates and a brief outline of their talk.

**New Members Representative: (Essential: Gmail, Word).**

Background: In a healthy u3a, no more than 10% of members should leave annually. Having worked hard to recruit new members, it's essential we keep them.

1. Aims:
  - a. To make new members feel welcome and wanted.
  - b. Help them quickly integrate into Groups.
  - c. Talent-spot their skills for the future.
2. Welcome new members/enquirers & give any relevant information. Introduce to Group Leaders and other members as appropriate.
3. Organise New Members Coffee Mornings at least once every 6 months:
  - a. Liaise with Membership Secretary to identify new members.
  - b. Liaise with Groups Coordinator to recruit a selection of Group Leaders to attend.
  - c. Request a selection of Committee members to attend.
  - d. Liaise with Treasurer for approval of finance and cost/availability of suitable venues.
  - e. Contact new members by phone and invite to meeting. Follow up with an email to confirm details of where and when.
  - f. Ask about Interest and match to Groups.
  - g. Ask about mobility:
    - i. Any help required getting to meetings.
    - ii. Liaise with Access Advisor as required.
  - h. Liaise and identify any non-attenders. Get in touch with them and invite them to the next meeting.
  - i. Follow up New Members after 3 months to identify any issues.
4. Existing Members.
  - a. 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: (Essential: Gmail, Excel. Desirable Word)**

### Overview:

Thrapston u3a owns a considerable amount of equipment which needs to be tracked and maintained. Most equipment is stored in the Baptist Church, but some is kept in members' homes. Groups may purchase equipment which remains their property and responsibility and usually falls outside the mandate of the Equipment Manager. However, if groups close, they may offer their equipment to the u3a for general use. If the u3a accepts that equipment it should be added to the Equipment List.

1. Maintain a list of all equipment held.
2. Add new procurements and donations to Equipment List. Include: where held and by whom, including contact details.
3. Dispose of unwanted equipment by selling, donation or recycling - as agreed by the committee. Remove equipment from list when disposed of.
4. Carry out inventory check every 6 months and advise committee of any concerns, e.g. missing or damaged equipment, equipment requiring PAT testing, etc.
5. Arrange PAT tests for electrical items once every two years and maintain a register of dates and equipment tested.
6. Liaise closely with Treasurer and Groups Coordinator, re: purchases and disposals.
7. The Equipment Manager would occasionally be required to attend committee meetings to brief the committee following 6 monthly equipment reviews.
8. Any concerns should be brought to the Chairman's attention promptly.

### What should be listed:

1. All equipment bought from branch funds should be added to the Equipment List.
2. Equipment bought by groups can be added to the Equipment List, if the group agrees that it's prepared to share the equipment, or, if it is offered for donation and accepted by the committee, on closure of the group. If the committee do not wish to accept the offer of donation, the group should dispose of the equipment as they see fit.



**Access Advisor role: (Essential: Gmail, Word)**

1. Enable members and potential members with disabilities to access meetings and groups.
  - a. Carry out an access audit of the Plaza and, on request, other venues used by the U3A.
  - b. Make access notes available to the membership via a handout and on the website.
2. Identify the needs of individual members and facilitate their access by, for example: (the Plaza):
  - a. Advising on possible parking places either at the Plaza or nearby.
  - b. Ensuring that access to the ramp is clear.
  - c. Reserving a space within the Plaza for the person and his/her attendant.
  - d. Ensuring that the induction loop system is in good working order and switched on.
3. Work with Group Leaders to facilitate access by individual members to public venues when requested.
4. Link with U3A Plus.

**Webmaster:** *Note: This role is currently sub-contracted out.*

1. Maintain Thrapston and District U3A website:
  - a. Upload core information and photos as provided by the Committee, Groups etc.
  - b. 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. Attend relevant Committee Meetings as required.

## **General Duties:**

### **1. Committee Members:**

- a. In addition to the specific roles listed above, there are general Committee Member additional roles which may be allocated according to need. For example: New Members Greeter, Refreshment Co-ordinator, Social Secretary, Monthly Meeting Co-Ordinator.
- b. It may also be decided that one or more specific roles must have two Committee Members allocated.
- c. It is important to remember that everybody on the Committee is a trustee.

### **2. 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.

### **3. IT Issues:** Committee members should consult with IT Operations Manager if they have any U3A related IT issues.