

## **ROLE DESCRIPTIONS OF COMMITTEE MEMBERS (TRUSTEES)**

### **THE COMMITTEE**

The management of The U3A shall be vested in a committee consisting of members whose duty it shall be to carry out its general policy and to provide for the administration, management and control of the affairs and property of The U3A. Clause 6, Constitution of the Haslemere U3A, 1/08/05

The Committee shall consist of not fewer than 5 and not more than 9 members:

Honorary Officers (elected at AGM for 2-year terms): Chairman, General Secretary, Treasurer; and also other members (elected at AGM for 3-year terms). Committee members are then appointed by the committee to the roles of Membership Secretary, Groups Coordinator, Speakers & Excursions Secretary, Accommodation Officer, Publicity Officer, General Member. In addition, the Committee may appoint not more than 2 co-opted members who shall have tenure until the following AGM: at present, Yearbook Editor and Webmaster.

One member of the committee is designated to serve as trustee of Haslemere Hall.

Role descriptions for all current roles follow:

## **ROLE DESCRIPTIONS for HONORARY OFFICERS**

**Chairman**

**General Secretary**

**Treasurer**

## **ROLE DESCRIPTIONS for COMMITTEE MEMBERS**

**Membership Secretary**

**Groups Coordinator**

**Speakers & Excursions Secretary**

**Accommodation Officer**

**Publicity Officer**

**General Member**

## **ROLE DESCRIPTIONS for CO-OPTED MEMBERS**

**Yearbook Editor**

**Webmaster**

## **ROLE DESCRIPTIONS for HONORARY OFFICERS**

### **CHAIRMAN**      *Approved by Committee 4 April 2016*

#### **Purpose of role:**

To lead Haslemere U3A and the committee and if necessary have the casting vote

#### **Specific duties include:**

- Chair and participate in committee meetings and monthly speaker meetings
- Chair the AGM until such time as a new chairman is elected
- Agree the draft minutes of meetings with the General Secretary before they are circulated to the committee
- Support members of the committee in their tasks and provide guidance when necessary
- Attend the NE HANTS LINK ( local link of neighbouring U3As) meetings
- Attend the meetings of U3A Chairmen in North Hants/South West Surrey
- Liaise with the committee to set dates for enrolment, term dates, Christmas lunch, leaders/organisers 'thank you' party and any other functions which might arise
- Promote and encourage new ventures, groups and ideas for the further development of our U3A
- Encourage members to join the committee
- Be the public face of Haslemere U3A in the town and more widely
- Help with social activities and promotional events

### **GENERAL SECRETARY**      *Approved by Committee 4 April 2016*

#### **Purpose of role:**

To provide general secretarial services to the committee.

#### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events.

#### **Specific duties include:**

- Write up the minutes of committee and annual general meetings
- Liaise with chairman for verification of the minutes
- Distribute the minutes to committee members
- Maintain a record of past meeting minutes
- Issue the calling notice for the AGM as defined in our constitution
- Maintain committee member data and keep current
- Deal with incoming post as appropriate
- Interface with U3A head office

## **TREASURER**      *Approved by Committee 4 April 2016*

### **Purpose of role**

To be responsible for the financial management and accounting of the activities of the U3A under the direction of the committee.

### **General duties include:**

Active participation in the management of the U3A through regular attendance at AGM, monthly speaker and committee meetings. Help with social functions.

### **Specific duties include:**

- Maintain proper accounts including details of rents, costs and fees related to individual groups and submit a monthly report thereon to the committee
- Prepare an Annual Statement of Account, have this examined and submit it to the AGM
- Receive and deposit promptly all moneys received; these primarily being membership and joining fees collected at enrolment day and by the Membership Secretary during the year, class fees collected and submitted by Group Organisers, monthly meeting fees, and Gift Aid
- Pay expenses as necessary including rents, speakers, class expenses, U3A central office fees and other administration costs; wherever possible by cheque requiring two signatures
- Advise the committee on adjustments required to group fees to ensure that each group is largely self-financing
- Provide group leaders at enrolment with attendance forms and directions on how these are to be completed and the fee rates to be collected in the coming year
- Deposit surplus funds with CCLA to optimise interest income
- Advise the committee on alternative investments to increase the return on investment on a long-term secure basis and implement the decisions of the committee
- Make an annual claim of Gift Aid eligible collections from members using data compiled and maintained by the Membership Secretary
- Maintain a correct list of signatories (presently four) with Lloyds Bank and CCLA
- Make the required annual return to the Charity Commission
- Maintain a current register of assets and equipment valued at more than £50

## ROLE DESCRIPTIONS FOR COMMITTEE MEMBERS

### **MEMBERSHIP SECRETARY** *Approved by Committee 4 April 2016*

#### **Purpose of role:**

To be responsible for all matters relating to membership

#### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social functions and promotional events.

#### **Specific duties include:**

- Maintain membership records and database of current members
- Maintain separate database for Third Age Matters magazine and update publishers as required.
- Deal with enquiries from potential and current members.
- Prepare envelopes and send out annual newsletter and renewal forms with assistance from other committee members.
- Issue new membership cards as renewal forms are received, deposit cheques at bank and notify treasurer of total monies banked.
- Notify Publicity Officer of changes/additions to master e-mail list.
- Enrolment Day – prepare all necessary paperwork for membership renewals and new members and attend on the day.

## **GROUPS CO-ORDINATOR** *Approved by Committee 4 April 2016*

### **Purpose of role:**

To provide overall management of groups and classes and to link the committee to group leaders and organisers.

### **General duties include:**

Active participation in the management of Haslemere U3A, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

### **Specific duties include:**

- Liaise with group leaders and organisers to provide support and encouragement to solve problems and ensure the smooth and efficient running of groups. This can involve finding and inducting new leaders or organisers, where necessary. It can also involve closing groups.
- Monitor oversight of the performance of groups to identify problems and opportunities at an early stage
- Identify demand for new groups and where possible set up new groups to meet the demand. This can involve supporting new ventures for a while until they become established
- Maintain an up to date Register of Groups, Leaders and Organisers, times and venues and advise the committee of changes so that the website, Yearbook and Accommodations Officer are kept up to date
- Maintain an up to date description of the roles of leader and organiser
- Organise Enrolment Day, ensuring that each group is properly represented and each leader is provided with a copy of the description of roles document and a pro-forma for recording the contact details of new members joining a group
- Organise Leaders' Party or equivalent occasion that committee deems appropriate to thank leaders and organisers
- Write to all leaders and organisers on behalf of the committee twice per term to apprise them of developments and opportunities and encourage them to disseminate the information to members of their groups.
- Report to committee important decisions made and actions taken and, if appropriate, seek advice and support.

## **SPEAKERS & EXCURSIONS SECRETARY** *Approved by Committee 4 April 2016*

### **Purposes of role:**

To organise:

- Speakers for the Monthly Meetings of Members.
- Excursions for branch members (currently 2 p.a.)

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker meetings and committee meetings.

Help with social activities and promotional events

### **Specific duties include:**

#### ***Monthly Meetings***

- To arrange suitable speakers in advance for inclusion in the U3A yearbook by researching suggestions from members and the opinion of other organisations consulting the committee as needed
- To get confirmation as to the booking and determine their fee and travelling expenses as well as any equipment they may require
- To write up details of the forthcoming speaker programme for inclusion in the yearbook and on the website
- Nearer the date of the talk, to arrange for posters advertising the event to be printed and distributed, and reproduced on the website
- On the day to oversee preparation of the venue
- Meet the speaker and introduce him/her to the members
- To give a vote of thanks
- Arrange with the Treasurer for the payment as previously agreed

#### ***Excursions***

- To research suitable venues and determine the cost
- To discuss with the Committee and determine their view
- When agreed, to book both the venue and travel arrangements
- To arrange for the outings to be included in the U3A yearbook and on the website
- To receive names of members who wish to go on the visit and receive payment for the trip
- In the event of coach travel, to ensure that a suitable tip is paid to the driver
- To arrange with the Treasurer for payment of the necessary expenses involved

## **ACCOMMODATION OFFICER** *Approved by Committee 4 April 2016*

### **Purpose of Role**

To arrange accommodation for U3A classes and meetings and to act as liaison between groups and venues.

### **General Duties**

To actively participate in the management of the U3A including regular attendance at the AGM, Monthly Speaker Meetings and Committee Meetings.

Help with social activities and promotional events.

### **Specific Duties**

#### ***Term dates***

- At the February or March committee meeting agree the dates for the beginning and end of the autumn, spring and summer terms for the following academic year.

#### ***Bookings for Haslemere Hall***

- In April complete a document setting out the meeting dates and times for the groups using the Haslemere Hall in the next academic year. Include the names of the leaders and organisers of the groups. Email this document to all the group leaders and organisers to check before sending it to the manager of Haslemere Hall to approve. Make any amendments to the original document and email this document to the manager of the hall, the group leaders, the organisers and the members of the committee.

#### ***Bookings for Methodist Hall, Maud Hardman Memorial Hall, Fernhurst Centre and any other venues***

- Complete in May/June. Follow the procedure set out for Haslemere Hall.

#### ***Date reminder***

- Before the academic year begins in September re-send booking documents to group leaders, organisers and committee members in case they have mislaid their original copies.

#### ***Throughout the year***

- Make any necessary alterations to bookings throughout the year. Always advise committee members by email.

#### ***Venues list held by Accommodation Officer***

**Purpose of role:**

To be responsible for publicising the activities of Haslemere U3A throughout its area of operation, in cooperation with other committee members.

**General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events

**Specific duties include:**

- Monthly speaker meetings (in cooperation with Speakers & Excursions Secretary): preparation of timely press releases for placement in local media (refer to appendix for details) , assist in poster production and website.
- Mailshots to members (in cooperation with Webmaster and Membership Secretary) via email (Mailchimp)
- General media publicity: From time to time preparation of editorial material for submission to local media to keep U3A in the public eye
- Membership/recruitment leaflet (in cooperation with Membership Secretary and Yearbook Editor):
- Review and revision of membership/recruitment leaflet for amendment/approval by Committee; quotation for production and authorisation by Treasurer; printing and distribution to Haslemere Hall, VIC/Museum, Library, Haslewey, etc.
- Cinema advertising slide revision and redesign as required, for approval by committee

***Media List held by Publicity Officer***



## **GENERAL MEMBER** *Approved by Committee 4 April 2016*

### **Purpose of role**

Committee member without specific portfolio, available to undertake specific tasks and general support

### **General duties**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events.

### **Specific hospitality duties undertaken by current General Member**

#### ***Monthly speaker meetings***

- Organise and manage refreshments including:
- Enlist volunteers and arrange a rota of helpers to serve refreshments and clear up
- Ensure there are sufficient supplies of paper cups, milk, tea, coffee, sugar, biscuits, and clean tea towels
- Arrive by 1.30 to set out sufficient cups in holders, milk in jugs and sugar in bowls
- Oversee preparation of tea and coffee ready to serve after meeting ends
- Oversee service of refreshments
- Afterwards, tidy up and dispose of detritus; ensure washing up is completed and kitchen left clean and tidy
- Replace boxes of supplies in cupboard under stairs
- Take soiled tea towels home for laundering

#### ***Members Christmas lunch***

- Organise the lunch including booking venue and deciding menu, negotiating price and securing committee agreement
- Oversee booking arrangements
- Make seating plan
- Attend and oversee on the day

## **ROLE DESCRIPTIONS for CO-OPTED MEMBERS**

**YEARBOOK EDITOR** *Approved by Committee 4 April 2016*

### **Purpose of role:**

To be responsible for the production and printing of an annual Yearbook containing information about the Haslemere U3A, its courses, speakers meetings and reports from the groups etc., in cooperation with other committee members.

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings. Help with social activities and promotional events.

### **Specific duties include:**

#### ***Yearbook***

- Set advance timetable for copy and agree with committee
- Produce and arrange to have printed an annual yearbook for distribution in August containing information about Haslemere U3A, chair and group reports, plus a programme of proposed meetings and courses for the forthcoming year.

#### ***Forms***

- Update and have printed Membership Renewal forms and New Members forms

### **Additional tasks undertaken include:**

#### ***On Enrolment Day***

- The preparation of a table layout for all groups, membership renewals and new members together with relevant labelling.

#### ***Advertising Assistance***

- if necessary in the design, preparation and printing of advertising leaflets, address labels for mailshots and yearbook distribution, party invitations, numbered tickets for annual dinner and special guest speaker meetings.

## **WEBMASTER**    *Approved by Committee 4 April 2016*

### **Purpose of role:**

To keep the website up to date and accurately reflect the activities of the U3A.

### **General duties include:**

Active participation in the management of the U3A including regular attendance at AGM, monthly speaker and committee meetings.

Help with social activities and promotional events.

### **Specific duties include:**

#### ***Website***

- Maintain the website with information from committee members, groups and organisations.
- Maintain a secure copy of the website code and data and ensure that this is backed up.
- Maintain the hosting facility.
- Pass on the website hosting costs and ensure payment is maintained to avoid loss of the Haslemere URL ~ haslemere-u3a.org.uk.

### **Other duties include:**

#### ***Equipment***

- Provide technical support at Monthly Meetings for sound and presentation equipment.
- Maintenance of presentation equipment including laptop computer.
- Advice to committee members on IT matters

== ENDS ==