

Description of Committee Roles

1. Chair

The Chair, together with the Business and Membership Secretary, decides on an agenda and must be well informed on all the issues to be discussed and their relative importance and aware of where decisions are needed. The Chair holds a key position during meetings. He/she should have a strong enough personality to keep control of the meeting and to be able to deal firmly, fairly and tactfully without disruption or aggression. It should be remembered that all decisions must be Committee decisions and that the Chair has no special executive powers other than those stated in the constitution. A sense of humour is vital! A good Chair will vary his/her style according to the purpose of the meeting. He/she should recognise a hidden agenda and allow it to be brought out into the open. Anyone trying to use the meeting to satisfy his own aims should be very quickly dealt with. The Chair must be a facilitator and an enabler. He/she should be a good listener as well as a communicator, controlling the length of the discussion to allow the meeting to move forward to the next item.

2. Vice Chair

One of the roles of a Vice Chair is to deputise for the Chair and so he/she will need to be familiar with all necessary procedures and able to assume responsibility at short notice. Our Vice Chair will also be allocated other roles within the Committee.

3. Membership Secretary

The Membership Secretary Role is the first point of contact for most new members.

Responsibilities include:

- Responding to all enquiries received by e-mail, telephone, dealing with applications and membership renewals (Any enquiries received in relation to other groups to be passed to the relevant Committee member)
- Keeping the attendance lists up to date should we have to evacuate the building.
- Receiving membership forms, distributing membership cards (after printing and filling them in)
- Updating and maintaining members records both paper and computer based (spreadsheets)
- Sending members details to the publishers for them to receive the u3a magazine.
- Ensuring Data Protection protocols are observed
- Ensuring Newsletters and all other information is received by all Members (including those not on e-mail).

4. Business Secretary

The Business Secretary Role is the Committee organiser and the person most involved in the practical running of the U3A. He/she keeps the wheels of the organisation turning. The Chair and the Business Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential. The role of a good Business Secretary means he/she must be: A good organiser; systematic; diplomatic and approachable; a clear thinker.

5. Treasurer

The Treasurer is another vital member of the Committee. Responsibilities include:

- Operating bank accounts;
- Maintaining accurate and sufficiently detailed financial records in accordance with the requirements of Charity Law;
- Reporting to the Committee on finance at each meeting;
- Preparing the statement of accounts for examination and presentation to the AGM;
- Preparing an annual budget and recommending the level of subscription to be paid by the members;
- Paying approved invoices and agreed expenses and keeping receipts;
- Ensuring the Committee has agreed appropriate procedures for the handling of financial matters. This will be discussed with the Chair and Business Secretary beforehand so that an overall scheme can be put to the Committee for approval.
- At Year End collect a statement from each independent Group Leader of their Finances during the year. (Note these figures will not appear in the Annual Report, but the Treasurer needs to know about all money (B/F and C/F) being handled in the name of the u3a.)

6. Minutes Secretary

The Minutes Secretary is part of the Committee and works with the Chair and Business Secretary. Responsibilities include:

- assisting in the preparation of the agenda
- taking the Minutes at meetings,
- preparing them for approval
- distribution of minutes to committee members

7. Speaker Organiser

The Speaker Organiser ensures that the monthly meetings are provided with interesting and informative speakers. Responsibilities include:

- Researching and storing information on possible speakers
- Contacting suitable speakers, checking availability, resource requirements and agreeing

charges/expenses

- Liaising with the committee on future programme of speakers
- Confirming in writing to the speaker all the necessary information about venue, time and date of the meeting
- Ensuring that the speakers are given the resources they need and receive the agreed expenses
- Sending a personal letter of thanks to the speaker after the meeting

8. Groups Coordinator

The Groups Coordinator creates and maintains all the Interest Groups, and, by listening to the needs and requirements of the group contacts and the membership, working with both to ensure needs are met. Among their many and varied tasks, the Group Coordinators:

- Communicate on a personal level with as many people as possible to keep abreast of current requirements and problems, and look for new group contacts;
- Provide information and the opportunity to join Interest Groups at monthly Member's meetings;
- Source potential public venues for Interest Group meetings;
- Keep a file of information on possible Group contacts and Members' interests in order to set up new groups or help existing groups maintain their numbers.

9. Publicity Officer

The Role of the Publicity Officer includes:

- Monthly advertising, advertising of monthly members meetings in local publications and online, create posters (Content comes from Programme), Quarterly Town Talk Publication articles all following u3a brand centre guidelines.
- Respond to e mails via Brackley & District u3a website having taken advice from Committee.
- Liaise with Regional PR Advisor.
- Attend Committee meeting and report on monthly advertising.
- Attend Monthly Members meetings, assisting with event where necessary. (Publicity material).
- Seek other methods/areas to publicise U3A.

10. Webmaster (Due to the skills required this person may chose to be on the Committee or not)

The Webmaster posts Newsletters, Announcements, Calendar and Group Information onto our U3A website as requested by Committee, Group Convenors and Members. He/She ensures the web pages are 'user-friendly', informative and updated with links to other relevant websites.

11. Audio/Visual Coordinator

The Audio/Visual coordinator ensures the effective working of the sound system and various presentations to be delivered can be heard and seen by the members in the audience at the Speaker Meeting each month.

12. New Members and Blue Sash Liaison

The Blue Sash Team leader ensures sufficient resources are in place for the Speaker Meeting and the Coffee Morning to enable a warm welcome for each member. The team need to be available to answer general questions and highlight the various groups or find someone who can provide the information.

13. General Duties

Committee members described as General Duties are valued additional committee members who are willing to lend their skills, talents and ideas in some way to assist the committee in the performance of its duties.

14. Newsletter Editor

The Newsletter editor will put together the Monthly Newsletter to go out to Members. It should contain information about the Speaker Meeting, highlight any interesting items from the groups and announce new groups.