

U3A Carrick - Indicative Job Descriptions

All committee members should:

Promote the principles of the U3A movement.

Act as an ambassador for Carrick U3A.

Assist members when necessary.

Know and understand our constitution.

Adhere to the rules and regulations of the Charity Commission regarding trusteeship.

Prepare for, attend and contribute to monthly committee meetings.

Read all reports, general correspondence and colleague emails in readiness for discussion and voting at committee.

Participate in the organisation and running of the monthly members' meetings. This includes arranging and coordinating speakers, managing the technical aspects, organising refreshments and seating, leading the group and booking and paying for the venues.

Instigate, and/or help out at, events for the membership.

Make it known who is on the committee and pass on relevant comments from members.

Welcome new members at meetings that you both attend, and introduce them to others.

Share collective responsibility with the rest of the committee for the proper use of subscriptions from members.

Notify the website manager of updates to ensure that its users receive accurate information and a favourable experience.

Contribute to Carrick U3A's new Facebook page.

Act in a collegiate manner by actively supporting and promoting the decisions of the committee.

Check your responsibilities as a Trustee. See the Charity Commission's Leaflet "The essential trustee: what you need to know, what you need to do" at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/C3.pdf

Check the Third Age Trust 'Trustee Code of Conduct' at <https://www.u3a.org.uk/advice/trusteeship/194-trustee-code-of-conduct-e-w>

Get to know your members, especially the people who contribute, cultivate them and encourage others to be involved.

Get to know your way around the national and regional websites.

If a committee member is ill or needs help, be prepared to assist.

Help induct all new Trustees.

Take action as required following a meeting.

Additionally, all officers need to:

Check your role in the Committee Reference File: Committee Responsibilities; Committees and procedures; Functions.

Other responsibilities for specific roles:

Chair

Maintain the charitable objectives/purposes of the U3A.

Preserve order at meetings (all members must address their remarks via the Chair and not directly to the person).

Ensure the correct procedure is followed.

Guide the discussion in a positive manner, all the time assuming a neutral role.

Allow different points to be expressed.

Encourage participation from all members in discussion and decision-making, especially the quieter ones.

Stick to the agenda and avoid side-tracking.

Remain calm when strong feelings are expressed.

Draw discussions to a conclusion and summarise fairly the arguments “for and against” an issue.

Ensure that decisions are followed through, often in conjunction with the Secretary.

Vice-Chair

Deputise for the Chair.

Liaise with chair on matters of correspondence, policy and procedure.

Be familiar with all necessary procedures and able to assume responsibility at short notice, if required to do so.

If a Chair can't attend a Network meeting attend in their place.

General Secretary

Act as the committee organiser and be involved in the practical running of the committee.

Arrange for minutes to be taken, approved by the chair and distributed.

Keep the Chair well informed of incoming correspondence.

With the Chair construct the agenda for the meetings.

Send out agendas with relevant discussion papers in good time.

Ensure the meeting is quorate.

Convey decisions taken to the people not attending who may be required to take action.

Deal with correspondence following discussion with the Chair.

Maintain full and accurate files including minutes.

Be the point of contact and reference between meetings.

Be the link with the National Office and ensure that information is relayed to the committee and passed on to the membership.

If no Minutes Secretary exists, take fair and accurate minutes of the meeting and, having agreed them with the Chair, circulate them to the committee for approval at the next committee meeting.

Inform National Office and your Regional Trustee of your appointment and your contact details. database@u3a.org.uk

Collect all information and records from your predecessor.

Ensure you share National Office mailings with your Committee and all members.

Prepare and distribute information and paperwork for the AGM.

Check to see whose duty it is to keep a list of all U3A purchased equipment and location.

Maintain files of correspondence and information received.

Maintain file of venue risk assessments.

Keep your Policy Book up-to-date.

Book venues for monthly meetings.

Arrange refreshments at committee meetings.

Treasurer

Collect all records, policies and procedures from your predecessor.

Keep accurate detailed financial records.

Ensure all financial decisions are made at Committee level. Trustees have collective responsibility for proper handling of members' money.

Be aware that NO Interest Group should have a bank account.

AGM requirements: you must prepare an examined statement of all Income and Expenditure in the financial year to be adopted by the membership.

Pay annual capitation fees promptly to the Third Age Trust. Invoices are sent out in February.

Organise the opening and operation of a bank account or bank accounts in accordance with the wishes of the Committee.

Make a recommendation on cheque signatories for committee approval.

Ensure that strong financial management procedures and internal controls are in place.

Maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities.

Report to the Committee on finance at each meeting.

Prepare a budget annually.

Recommend the level of subscription to be paid by the members.

Pay approved invoices.

Pay agreed expenses.

Keep all receipts.

Recommend an appropriate level of reserves. The Charity Commission recommends 6 months' running costs are held in reserve.

Set out and agree policies for reimbursement of expenses, petty cash floats etc.

Membership Secretary

Collect information and records from your predecessor.

Reply as quickly as possible to enquiries from prospective members.

Ensure that the U3A has a Starter pack for new members.

Members paying their subscription should be given some form of proof of membership.

Remind all members of the subscription renewal date giving reasonable notice.

Ensure the current membership list is updated.

Check which committee member is responsible for sending the Direct Mail Database to National Office.

Remind Group leaders that members attending group meetings should be asked to show proof of membership once a year.

Access to the full membership list should be given only to those Trustees who need it.

Groups' Coordinator

Collect all information and records from your predecessor.

Familiarise yourself with 'More Time to Learn'.

Encourage your Group Leaders to find out the variety of resources available to them.

Get to know your Group Leaders.

Reciprocal arrangements between interest Groups in different U3As should be organised and minutes taken of meetings with participating U3A committees.

Organise a meeting once or twice a year to discuss and share ideas and challenges.

Say an annual 'Thank You' to Group Leaders with an afternoon tea or a light lunch.

Ensure Group Leaders are aware of the requirement to report and record all accidents.

Maintain the Group Leaders' Information pack.

Attend new members' meetings and advertise current groups.

Recruit and support new Group Leaders.

Speaker Manager

Ensure that there is a Speaker for the Carrick U3A monthly meetings as required by the committee. Members expect a Speaker of general interest who can talk on a range of general interest subjects, usually with visual aids for approximately an hour.

Try to book speakers from charities only occasionally.

Speakers need to be identified, booked for the specific meetings and technical support confirmed.

The Editor of the Newsletter should be informed of the forthcoming Talk, with brief biography of the Speaker if possible.

Confirm the Speaker immediately prior to the meeting, give good instructions as to how to find the venue, agree any honorarium – maximum £80, and obtain a receipt. Speakers who do not incur costs are generally preferred.

Where possible attend the meeting, or ask a Committee member to perform this task. Greet the Speaker and ensure that a short report of the talk is transmitted to the Newsletter Editor.

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