

SAFFRON WALDEN u3a COMMITTEE ROLES

September 2022

This document sets out the Committee Roles and Responsibilities updated in September 2022.

As at September 2022 the Committee consists of a Chairman & 'Update' Editor, Vice Chairman & Activities Organiser, Secretary, Treasurer, Membership Secretary, Venues Organiser, Events Organiser and Speakers Organiser.

The Committee normally meets every second Wednesday of the month at Fairycroft House in Saffron Walden.

However, alternative arrangements may be made when necessary.

We are always interested to hear from members who feel they may be able to help and we can arrange for you to attend a few meetings unofficially to see what is involved. Detailed information can be found in the Constitution on the website.

The proposed responsibilities of the various Committee members are detailed below.

All Committee Members are Trustees. There are four Officers: Chairman, Vice Chairman, Treasurer and Secretary.

Chairman

- To manage the Committee meetings and all other General Meetings
- To ensure compliance with the constitution
- To liaise with the Secretary in preparing the Agenda for the meetings
- To liaise with the Treasurer regarding financial matters and act as a signatory on the bank account
- Ensure that Saffron Walden u3a adheres to u3a national policies, guidelines and codes of practice
- Introduce Open Meetings and present notices, then introduce the speaker and provide a final vote of thanks
- Act as the main representative to outside bodies
- On any drawn committee vote the Chairman shall have the casting vote

Vice-Chairman

- Deputise for the Chairman in all areas of responsibility, particularly when the latter is absent
- Attend Committee meetings and become a signatory on the bank account

Secretary

- Prepare the agenda in consultation with the Chairman and take the minutes at monthly committee meetings and all general meetings

- Distribute agenda and minutes to committee members
- Distribute approved minutes to Website Manager
- Become a signatory on the bank account
- Receive u3a national mailings and other related u3a correspondence. Organise responses whenever necessary.
- Share the above information with committee members and relevant coordinators, and forward to the Website Manager as necessary
- Advise Website Manager of any changes to committee
- Update Committee information to Third Age Trust
- Responsible for safe storage of all relevant user names and passwords, particularly those related to the website.
- Uphold GDPR principles and maintain an up-to-date register of compliance
- Ensure all trustees complete a 'Fit and Proper Person' declaration
- Advise the Charity Commission of any changes to Committee
- Ensure all co-ordinator procedures and compliance guidance is accurately maintained on the website
- Undertake regular review of 'Group Coordinators' Guide' to ensure it is up to date with current requirements. Amend and re-issue as required.

Treasurer

- Read and familiarise yourself with the u3a guidance documents on the role of Treasurer, together with those published by the Charity Commission and HMRC and ensure they are followed
- Attend monthly Committee meetings
- Act as a signatory on the bank account
- Act as custodian for Saffron Walden u3a electronic banking
- Manage the accounts of Saffron Walden u3a and present a current financial statement to the committee at monthly meetings.
- Manage the receipts and payments from committee members and coordinators
- Manage supplier invoice payments
- Liaise with bank regarding changes to signatories, etc.
- Prepare the annual accounts for the independent examiner. Once examined submit to the committee for approval before the AGM.
- Prepare a financial report for the AGM
- Submit Gift Aid claim to HMRC, submit Annual Return and prepare Annual Report for approval by the committee before submission to the Charity Commission

Venues Organiser

- Attend monthly committee meetings
- Identify venues for groups when required in liaison with the Activities Organiser
- Responsible for all venue bookings, liaising as necessary with Treasurer, Activities Organiser, coordinator and venue representative to agree cost and facilities
- Assist coordinators in calculating class fees and agree charge for the term

Membership Secretary

- Attend the monthly committee meetings
- Update and maintain current records for all members

- Deal with membership enquiries via email, telephone and the website
- Manage annual membership renewals and distribution of new membership cards as necessary
- Provide up-to-date membership address lists, as requested by u3a national office, for direct mail distribution of Third Age Matters,
- Provide up-to-date membership address lists for mailing the Update magazine to Saffron Walden u3a members
- Organise printing of new membership cards annually
- Provide an up-to-date membership list to the Treasurer only, when requested.
- Responsible for distribution of all communications to the membership, e.g. Newsletter
- Responsible for the administration of Beacon on behalf of Saffron Walden u3a
- Liaise with the u3a Beacon project team as required

Activities Organiser

- Attend the monthly committee meetings
- Ensure all coordinators are aware of the correct procedures to be followed and ensure compliance as detailed in the guidelines on the website
- Maintain a watching brief on all current groups and recommend the dividing of groups and setting up of new ones to accommodate new members
- Proactively seek out and market new activities to the membership
- Research new and alternative venues as and if required liaising with the Venues Organiser as required
- Ensure that the details of all groups on the website and in Update magazine are kept up to date
- Undertake regular review of 'Group Coordinators' Guide' to ensure it is up to date with current requirements. Liaise with Secretary to make amendments as necessary.
- Ensure all coordinators comply with GDPR
- Maintain up to date information from paid tutors regarding insurance, self-employment etc.

Social Events Organiser

- Attend the monthly committee meetings
- Proactively seek out ideas for new events and bring to the committee
- Organise such events as may from time to time be agreed by the committee
- Request additional support for events as necessary in agreement with committee
- For all agreed events, liaise with venue representative
- Prepare a notice for the website and Update magazine detailing menu and prices
- Sell tickets to the membership, usually via Open Meetings or Theatre and Travel meetings
- Confirm final numbers with venue and prepare payment details for the Treasurer

Speakers Organiser

- Attend the monthly committee meetings
- Select and book speakers one year in advance for the Open Meetings, ascertaining costs and exact equipment requirements
- Contact speakers 4-6 weeks before the event for confirmation
- Contact 1 week before the event for final confirmation and venue information, etc.

- Ensure that any u3a equipment required to be used by a speaker is in full working order
- Advise Update Editor and Website Manager of Open Meeting speakers and their subjects for the forthcoming term
- Prepare payment details for the Treasurer
- Responsible for management of the fixed assets in the storage cupboard in the Bowling Club, including its Portable Appliance Testing (PAT) and updating the asset register as required

Membership Communications Organiser

- Attend the monthly committee meetings
- Manage and edit the Update Magazine and Newsletters
- Update Magazine:
 - Draft the Update magazine, twice a year, working with committee, coordinators and members to obtain submissions
 - Obtain committee approval for final content
 - Liaise with the printer regarding the production of the magazine, negotiating costs and submitting prices to the committee for approval
 - Prepare payment request for the Treasurer
 - Liaise with the Website Manager to upload the magazine to the website
 - Bring fresh ideas to the committee, keeping the publication in line with technology advances
- Newsletter:
 - Agree matters for inclusion in the monthly newsletter with the committee
 - Obtain and or create material for the newsletter
 - Compile draft for approval of content by committee before final distribution.
 - Transfer final version to Membership Secretary for distribution
 - Print copies for collection at Open Meetings
 - Liaise with Website Manager to upload Newsletter to the website
- Website Liaison:
 - Act as the committee point of contact with the Website Manager

In addition to the above, all Committee members should attend and assist at the Open Meetings and all other meetings for which committee attendance is deemed necessary

To assist the smooth running of committee meetings, written reports should be submitted from each committee member with specific responsibilities prior to the meeting.

Website Maintenance

- Ensure the website is available and up-to-date for members use
- Management of the website should transition towards dual/shared control with specified committee members
- Website Manager should provide a written report prior to committee meetings highlighting proposed changes, site visit analysis, content update etc.
- Committee members undertaking shared control should be capable of taking full control of the site should the need arise
- Costs related to the website must be agreed by committee prior to commencement of works
- All passwords relating to the site must be lodged for safe-keeping with the Secretary

[Please note: this role is for the Website Manager who is currently not a committee member]

Annual General Meeting

Specified details of the responsibilities for assisting at the AGM are as below.

All committee members are required to assist

Reference should be made to the standing orders for running the AGM, to be found under the committee section of the website

Set date and venue	Committee decision
Book venue	Venues Organiser
Arrange for all coordinators to attend with relevant badges/labels.	Activities Organiser
Book catering	Social Events Organiser
Prepare Notices of AGM Request nominations for vacancies Prepare Agenda Prepare previous Minutes Take Minutes of AGM	Secretary
Prepare statement of accounts and deliver financial report	Treasurer
Conduct AGM Chairman's Report	Chairman
Membership renewals	Membership Secretary
Record all attendees to ensure quorum	T B A