

## **Committee Roles & Responsibilities**

### **COMMITTEE ROLES**

Each member of the committee will have their own specific role but will also support and assist, when necessary, other members of the committee and be part of the team.

Any member of the Avu3a may apply for a position on the committee. No formal qualifications are required. However, all members are required to have basic IT skills and access to a computer. The Treasurer's position does require some financial background. The normal period of time held by each committee member will be three years. This may be extended if the post cannot be filled. This must be reviewed annually. The committee reserve the right to appoint someone on a temporary basis to fill a vacant post until the next AGM when a person may be appointed formally through the election process.

All committee members must comply with their trustee duties and responsibilities as required by The Third Age Trust and Charity Commission. This includes complying with strict confidentiality on matters discussed at committee meetings.

The Committee will consist of the following positions:

1. Chairman
2. Vice Chairman
3. Treasurer
4. Secretary
5. Groups Co-ordinator
6. Hall Manager
7. Membership Secretary
8. Outings Co-ordinator

### **ROLE DESCRIPTIONS FOR EACH POST**

#### **Chairman**

- Arrange and chair the committee meetings and AGM
- Remind all those present of the procedures in the case of a fire
- Ensure the necessary paperwork is sent out to members within the specified time
- Ensure policies and procedures are followed correctly and conforming to U3A and Third Age Trust regulations and the constitution
- Oversee the election process for elections of committee members
- Give the casting vote if the committee is divided equally in their decision
- Deliver an annual report at the AGM and oversee any election process
- Provide reports for the quarterly newsletters, website, and monthly committee meetings
- Introduce visiting speakers at monthly meetings and brief the members of any news and relevant information
- Act as a signature for the Avu3a bank accounts
- Act as a signature of approval on any formal policies that are proposed or revised once

- approved by the committee
- Ensure all committee members adhere to the strict confidentiality rules
- Ensure all important documents are stored on Google Drive

### **Vice Chairman**

- Assist and support the Chairman in their role and take over the role in the absence of the Chairman
- Ensure they are familiar with the role, so that they can take over the role at short notice if required.

### **Secretary**

- Take minutes at all committee meetings, AGM, and the groups AGM
- If the post holder is not experienced in shorthand skills, in order to record an accurate account of meetings, the meeting may be recorded if they wish. The recording should be deleted once the minutes are typed and circulated
- Submit the minutes to all committee members within three weeks of the meeting to allow time for any corrections to be made
- Present the previous minutes to the committee for approval at each committee meeting and ensure they are then stored securely on Google Drive
- Inform the Charity Commission annually of committee members and ensure the annual financial statement is also submitted
- Gather and distribute information from the Third Age Trust and U3A
- Deal with correspondence from relevant organisations and members
- Assist the Chairman with elections of committee members at the AGM
- Provide a report at each committee meeting
- Ensure all important documents are stored on Google Drive

### **Treasurer**

- Ensure that all Avu3a financial obligations are met, and all financial transactions are recorded appropriately subject to the appropriate documentation being received
- Pay in all monies received and make payments as required subject to the rules laid down
- Ensure that annual accounts are audited by the appointed auditor and circulate to all members one month prior to the AGM
- Ensure that appropriate accounting procedures and controls are in place and that the Avu3a operates within a sound financial framework
- Ensure that all resources used are applied exclusively in pursuance of the Avu3a objectives
- Ensure that all resources comply with financial and charity legislation
- Report all relevant transactions to the committee at their monthly meetings
- Identify any financial risks that may affect the Avu3a and recommend appropriate action
- Ensure that monies held by the Avu3a are invested for the benefit of the organisation
- Maintain bank accounts on behalf of the Avu3a
- Act as a main signature for financial transactions together with one other signature
- Ensure that all funds received are placed into the bank as soon as possible following receipt
- Liaise with the Membership Secretary in identifying members who are eligible for gift aid
- Arrange for the payment of the annual capitation fee to the Third Age Trust
- Liaise with the Secretary to confirm the Avu3a Insurance details
- Ensure all relevant documents are stored on Google Drive.

## **Membership Secretary**

- Answer any enquiries about membership of Avu3a
- Maintain all membership records and keep these up to date using the Beacon system
- Process new memberships and renewals from members; collect fees via Bacs or cheques
- Ensure that members who have some changes in their previous details complete a new renewal form; remind all members by email or by post to those members without access to emails about their renewal obligations
- Alter the records accordingly where changes have occurred
- Send out membership cards for the new membership year
- Forward details of members eligible for gift aid to the Treasurer
- Notify the Groups Co-ordinator of any interests expressed by new members so information can be sent to them
- Collect, record, and ensure monies collected are paid into Avu3a bank account
- Ensure those members without email access receive relevant information by post
- Maintain a list of volunteers to record members names attending Avu3a meetings and provide them with an up-to-date list of members
- Ensure there are volunteers to welcome new members to meetings
- Inform the chairman of new members attending meetings and any guests
- Ensure records are kept of number attending meetings and the number leaving early
- In liaison with the speakers secretary, provide and distribute an annual list of speakers and their proposed topics to members
- Submit details of members who request copies of the Third Age Trust Magazine to Third Age Trust (when required); give printed labels or list of non- email members to the editor of the Avu3a newsletter
- Present a report at each committee meeting
- Ensure all details about members are stored securely and confidentially
- Ensure all relevant documents are stored on Google Drive.
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## **Groups Co-ordinator**

- Encourage and support any member that shows an interest in setting up a new activity group
- Ensure they complete the application form as on the website
- Obtain a brief description of the possible group activities and aims
- Advertise these details to all members
- Once the numbers of interested members have been obtained supply, them with a list of suitable venues
- Inform the Web Master of details so they can be posted on the Avu3a website and obtain a generic email for them and set up details on Beacon under the groups section
- Assist new group leader in putting names onto group detail on Beacon
- Instruct group leader with regard to sending an email to all members via Beacon
- Inform the Hall Manager of details so these can be put on the rolling video at the meeting hall
- Instruct new group leader on health and safety guidance for their meetings and annual risk assessment
- Instruct new group leader with regard to keeping the Web Master up to date regarding dates and times of meetings
- Maintain a list of groups and topics together with generic emails for contact; send a copy to the Membership Secretary when any changes occur
- Encourage all group leaders to maintain accurate details of their group using Beacon
- Ensure all group leaders maintain a list of attendees to each and every meeting

- Ensure all group leaders do an annual Risk Assessment at their venue; this includes those running the group from their home
- Once a year, obtain a list of members from each group and check they are all fully paid up members or members from another u3a
- Hold an official accident report book and record any incidents reported and inform the Chairman
- Once a year organise an AGM for all Group Leaders and chair the occasion - this should also include committee members; minutes must be taken and circulated to all group leaders and committee members
- Liaise with the Web Master with regard to any relevant changes of group details, meeting dates and changes of group details
- Maintain accurate records of the group leaders
- Ensure that all relevant documents are stored on Google Drive.

### **Hall Manager**

- Liaise with the venue managers with regard to dates and times of meetings
- Set out the chairs and tables for the monthly meetings
- Set up the sound and visual equipment for the monthly meetings
- Supply the visiting speaker with the equipment they require for their presentation
- Offer support and advice to groups on their sound equipment
- Ensure that health and safety standards are maintained - checking the hall for any trip hazards, that fire doors are not locked or blocked, and all seating and tables are stable
- Take responsibility for organising electrical safety testing of all equipment owned by Avu3a when required by law.

### **Speakers Secretary**

- Find suitable speakers for the monthly meetings
- Obtain details of the topic that will be presented, and any equipment required together with any travel expenses
- Liaise with the membership secretary so that an annual list of speakers and topics can be compiled for members
- Inform the Web Master of monthly speakers for the web site
- Provide the Chairman with details of the speaker and topics prior to each meeting
- Welcome the speaker at meetings and introduce them to the chairman prior to start of the meeting
- Obtain the speakers' expenses and forward to the Treasurer so payment can be made
- Plan for a possible reserve speaker should there be a cancellation
- Write a letter of thanks to the speaker following the meeting.

### **Outings Co-ordinator**

- Arrange a programme of suitable outings for members
- Obtain and agree the hire of a coach together with cost and timings for the outing
- Contact prospective venues with regard to their suitable facilities (including catering and accessibility) and confirm the date and approximate arrival
- Agree the costs for the outing, payment dates and collect monies from members
- Advertise the outing to all members and arrange for members' payments to be made prior to the outing

- Ensure a second person going on the trip can take over the role should there be an accident/illness during or just before an outing
- Record any accidents or incidents accurately that affect the health and safety of members during an outing
- Liaise with the Treasurer with regards to monies received and paid
- Inform the Web Master of forthcoming outings
- Provide the committee with updates on proposed trips at their monthly meetings.

### **Social Activities Co-ordinator**

- Plan and organise social events for members during the year
- These occasions may be regular coffee mornings, meals out, Christmas events or any occasion that will appeal to members; the list can be altered or changed depending on demand from members
- For each occasion, the Social Activities Co-ordinator needs to:
  - Book a suitable venue and obtain quotes for costs
  - Advertise the occasion to all members
  - Collect fees from the members interested and forward monies to the Treasurer
  - With organising meals out, enquire from members if anyone has any food allergies and/or dietary requirements
- Inform the committee of future events
- Christmas arrangements can be flexible in choice but would normally include a Christmas party, Christmas show and a Christmas meal at a chosen venue
- The Social Activities Co-ordinator should not be expected to manage these occasions single-handed; the committee should assist with obtaining volunteers to share the workload and responsibility, with the Social Activities Co-ordinator making final decisions
- Any costs should be recorded, and monies collected passed to the Treasurer.