

## **Furness u3a: *Role Descriptions for Committee Members***

<b>Contents</b>	<b>Pages</b>
A Introduction	1
B Responsibilities Common to All Committee Members	2-3
C Specific Roles Specified in the Constitution	
<i>C1 Chair</i>	4
<i>C2 Secretary</i>	5
<i>C3 Treasurer</i>	6
<i>C4 Vice Chair</i>	7
D Other Roles	
<i>D1 Drop-in Organiser</i>	8
<i>D2 Groups Liaison</i>	9
<i>D3 Membership Secretary</i>	10
<i>D4 Newsletter Editor</i>	11
<i>D5 Publicity Officer</i>	12
<i>D6 Speaker Finder</i>	13
<i>D7 Systems Administration</i>	14
<i>D8 Website Editor</i>	15
<i>D9 Welfare and Inclusion Officer</i>	16
<i>D10 Hospitality Officer</i>	17

# A Introduction

## A1 Notes about the Responsibilities in Section B

- These are undertaken by all members of the Furness u3a Committee, irrespective of which roles in Sections C and D they also undertake.
- The responsibilities in B1-B4 inclusive are agreed by the Furness u3a Committee, and may be amended by that Committee at any time.
- All members of the Furness u3a Committee are also Trustees of the Furness u3a Charity, and the responsibilities in B5 are adapted from guidance issued by the Charity Commission about the key responsibilities of Charity Trustees. The Committee is entitled to rephrase the responsibilities to enhance clarity, but is not entitled to remove, or substantively change to the meaning of, any clause.

## A2 Notes about the Roles in Section C

- Furness u3a members are elected to Section C roles annually at the AGM.
- The role descriptions may be amended by the Committee, but the roles themselves may not be removed, renamed or merged without [a] approval of Furness u3a members at a General Meeting and [b] a notification being submitted to the Charity Commission.

## A3 Notes about the Roles in Section D

- These roles are not specified in the constitution, and the AGM does not elect members to any of these roles.
- As well as being entitled to amend the descriptions at any time, the Committee may also remove, rename or merge existing roles, or add extra roles.
- The Committee is responsible for deciding which members will undertake each role. Normally, each role will be undertaken by a single Committee member, but the Committee is entitled to decide that a role may be *either* shared between 2 Committee members, *or* undertaken by a Furness u3a member who is not a member of the Committee.
- Where the Committee has appointed to a role a Furness u3a member who is not a member of the Committee, the member concerned will not have any of the responsibilities in Section B.

## **B Roles Common to All Committee Members**

### **B1 Attendance at Monthly Meetings**

- When possible, attend each meeting.
- Wear your u3a badge, so that you can be identified by members.
- Help to set up and dismantle displays and other items as necessary, and generally assist in the smooth running of the meeting.

### **B2 Attendance at AGMs and Other General Meetings**

- When possible, attend each general meeting.
- Wear your u3a badge, so that you can be identified by members.
- Help to set up and dismantle displays and other items as necessary, and generally assist in the smooth running of the meeting.

### **B3 Attendance at Drop-ins**

- When possible, attend each Drop-in.
- Wear your u3a badge, so that you can be identified by members.
- Help to set up and dismantle displays and other items as necessary, and generally assist in the smooth running of the Drop-in.

### **B4 Committee Meetings**

- When possible, attend each meeting. Send apologies to the Secretary in advance if you are unable to attend.
- Read the Agenda, and all related documents, before the meeting.
- Take part in discussions during the meeting.
- Undertake actions agreed at the meeting [as identified in the Minutes].
- Enable the Committee to work as a team by, as appropriate, volunteering to join Sub-Committees or working parties, and offering to help with events and other activities.

### **B5 Collective Responsibilities of All Committee Members as Trustees of Furness u3a**

#### **B5.1 Ensure that Furness u3a is carrying out its purposes for the public benefit**

Make sure that Furness u3a is carrying out the purposes for which it is set up, and no other purpose. This means you should:

- understand that the purposes of Furness u3a are
  - *the advancement of education and, in particular, the education of older people and those who are retired from full time work, by all means, including associated activities conducive to learning and personal development, in the Furness area and its surrounding locality;*
- plan what Furness u3a will do, and what you want it to achieve;
- be able to explain how all of Furness u3a's activities are intended to further or support its purposes;
- understand how Furness u3a benefits the public by carrying out its purposes;
- remember that spending charity funds on the wrong purposes is a very serious matter; in some cases, trustees may have to reimburse the charity personally.

#### B5.2. Comply with the Furness u3a Constitution and with the Law

- Make sure that Furness u3a complies with its constitution.
- Comply with charity law requirements and any other applicable laws.
- Take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice when you need to.

#### B5.3 Act in the best interests of Furness u3a

- Acting as a Committee, decide what will best enable Furness u3a to carry out its purposes, and act accordingly.
- Acting as a Committee, make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Avoid putting yourself in a position where your duty to Furness u3A conflicts with your personal interests or loyalty to any other person or body.
- Do not receive any benefit from Furness u3a unless it's properly authorised and is clearly in the interests of Furness u3a; this also includes anyone who is financially connected to you, such as a partner, dependent child or business partner.

#### B5.4 Manage Furness u3a's resources responsibly

- Act responsibly, reasonably and honestly, and exercise sound judgement.
- Acting as a Committee:
  - make sure Furness u3a's assets are only used to support or carry out its purposes;
  - do not take inappropriate risks with Furness u3a's assets or reputation;
  - do not over-commit the charity;
  - take special care when investing or borrowing;
  - comply with any restrictions on spending funds.
- Acting as a Committee, put appropriate procedures and safeguards in place to reduce the risk of fraud, theft or other kinds of abuse, and take reasonable steps to ensure that these are followed.

#### B5.5. Act with reasonable care and skill

- Use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary.
- Give enough time, thought and energy to your role.

#### B5.6 Ensure that Furness u3a is accountable

- As a Committee, you must comply with any statutory accounting and reporting requirements.
- You should also:
  - be able to demonstrate that Furness u3a is complying with the law, well run and effective;
  - ensure appropriate accountability to members of Furness u3a;
  - ensure accountability within Furness u3a, particularly where the Trustees delegate responsibility for particular tasks or decisions to other volunteers, such as Group Leaders.

## **C1 Chair**

### **C1.1. Annual General Meeting, and Other General Meetings**

- Check annually that the constitution of Furness U3A remains relevant.
- Chair the AGM and maintain order.
- Ensure that the AGM is run according to Standing Orders, again in conjunction with the Secretary.
- Give a report each year to the members at the AGM.

### **C1.2. Committee**

- Chair the committee meetings and maintain order.
- Give a written or oral Chair's report at each meeting.
- Work closely with the Secretary and Vice Chair.
- Ensure that all decisions are carried through, usually in conjunction with the Secretary.
- Ensure Committee members are clear about their roles and duties and are carrying them out and that job descriptions remain accurate.
- Ensure succession planning.

### **C1.3. Communication with Members**

- Keep members informed of activities and events that are available through the local U3A Network and at regional and national level.
- Ensure members are kept informed, e.g., through the Newsletter or by email, of committee and other Furness u3a news, plus important network, regional or national u3a news.
- Review and proof-read draft newsletters
- Chair the monthly meetings and maintain order.

### **C1.4. Networking**

- Ensure, with others from committee, that Furness u3a is represented and interacts with other u3as, via the local u3a network, the NW Region and the national u3a.

### **C1.5. Planning and Monitoring**

- Lead planning for the u3a.
- Stay informed on Furness u3a's financial position.

## **C2 Secretary**

### **C2.1 Committee Meetings**

- Book the venue, and give the venue a copy of the Public Liability Insurance Certificate if requested.
- Prepare the Agenda in advance, and circulate it to members.
- Take Minutes, send copy of the draft Minutes to the Committee, and hold the formally approved Minutes.
- Give a written or oral Secretary's report, to include, *inter alia*, information about correspondence received.

### **C2.2 Monthly Speaker Meetings**

- Book the venue, and give the venue a copy of the Public Liability Insurance Certificate if requested.
- Take a copy of the most recent Committee Minutes for the noticeboard.

### **C2.3. Annual General Meeting, and Other General Meetings**

- Propose to the Committee how the AGM will be structured and managed, including dates for receiving and commenting upon nominations and resolutions.
- Prepare nomination and resolution forms, and issue them to Furness u3a members, together with a statutory notice of the AGM, and an explanation of the procedures.
- Issue the Agenda, the Minutes of the previous AGM and the Financial Reports.
- Liaise with Systems Administration to decide how votes will be submitted and counted, and formally announce the results of each vote at the AGM.
- Take Minutes, send copy of the draft Minutes to the Committee, and hold the formally approved Minutes.

### **C2.4 Third Age Trust**

- Act as liaison person between Furness u3a and the Third Age Trust, and between Furness u3a and the North West Region of u3a.
- Ensure that the trust is given an up-to-date list of office holders each year.
- Submit the annual return.
- Receive mailing from the Trust, and deal with as appropriate.

### **C2.5. Charity Commission**

- Act as formal Charity Contact, with access to the Furness u3a account on the Charity Commission's website.
- Register Committee members as trustees after each AGM, and keep the record of Trustees up to date.
- Prepare and submit the Annual Return.

### **C2.6 Records and Correspondence**

- Maintain a definitive record [electronically or in paper format], of formal documents, including, *inter alia*, Minutes, Agendas, Data Protection Agreements, Charity Trustee Form, Annual Returns, and Furness u3a Policy Documents.
- Maintain a definitive record of assets owned by Furness u3a, including a record of where each asset is stored.
- Receive letters, emails and queries, and either reply, forward to the appropriate person, or discuss with the Committee.

## **C3 Treasurer**

### **C3.1 General Responsibilities**

- To provide Oversight and Monitoring of all aspects of the financial activities within Furness u3a.
- To ensure that details of all financial transactions are properly recorded and reconciled.
- To inform the Committee of any particular financial matters requiring attention.

### **C3.2 Daily, as and when**

- Pay Cash and Cheques received into the relevant Bank Accounts.
- Make Payments by appropriate procedures when required.
- Validate, process and record expense claims.
- Provide financial guidance and advice to members to ensure compliance with u3a requirements.
- Provide holding/clearance function to Groups in support of their activities.
- Arrange for update and renewal of Bank registration for individuals as resolved at Committee Meetings.

### **C3.3 Monthly**

- Prepare and present a financial report for the committee meeting showing:
  - Narrative report of current financial situation.
  - Reconciliation of accounts between the Bank and records held on the Beacon system.
  - Transactions by category since the last report.
  - Current financial status.

### **C3.3 Annually**

- Prepare and present a financial report for the Annual General Meeting to include:
  - Narrative report of the year's financial activities.
  - Summary statement of all Bank Accounts.
  - Record and certification of financial conduct by agreed Inspector.
  - Complete financial reports as required by the Charity Commission.

#### **C4 Vice Chair**

- C4.1** Take the chair at both Committee Meetings and monthly Meetings should the Chair be unable to attend.
  
- C4.2** Should the Chair be unable to continue in this position, Vice Chair to take all meetings until either a replacement is elected or the next AGM.



## **D1 Drop-In Organiser**

### **D1.1 Before the Drop-in Session**

- Arrange booking of the venue. Currently the Methodist Room but may be other venue depending on Committee decisions. Fourth Tuesday of each month, 2.00-3.30. Excluding December and August.
- Arrange for two or three u3a groups to attend the Drop-in to provide information and display their activities.
- Contact Newsletter Editor and provide details of next Drop-in meeting for inclusion in the next newsletter.
- Alternatively, or in addition, send an email directly to all members reminding them about Drop-in.
- Liaise with u3a volunteers who staff the Technology Helpdesk.
- Liaise with the Hospitality Organiser to provide cover for refreshments and/or banking as necessary.

..

### **D1.2 At the Drop-in Session**

- Arrange tables and unpack display boards ready for groups' use.
- Set up pull-up banner outside the venue at the start of the session.
- Produce 'signing in' sheet for monitoring attendees; locate Record information about the meeting to report to committee meeting.

### **D1.3 After the Drop-in Session**

- With help from volunteers repack display boards, retrieve banner and repack.
- Thank the volunteers and representatives from groups manning displays.
- Provide Website Editor with information (and photos if possible) from each meeting to include on website.
- *Only if cover had been provided for banking, in the absence of the Hospitality Officer:*
  - bank money collected from refreshments. (Cumberland Building Society, open Monday, Wednesday, Friday. Closed lunch time 1.30-2.30.)
  - e-mail Treasurer with details of banking so that it can be identified.

## **D2 Groups Liaison**

### **D2.1 Liaison with Group Leaders**

- Introduce themselves to the Group Leaders by email and arrange a face-to-face meeting to raise any group-related concerns or improvements they may have.
- Hold similar annual meetings with Group Leaders.
- Welcome new Group Leaders and mentor them if required.
- Provide support to Group Leaders if asked for advice.

### **D2.2 New Groups and Changes to Groups**

- Encourage the formation of new groups by advertising potential subjects at the Drop-ins.
- Advise the Website Editor of any changes to Groups.

### **D2.3 Mediation of Complaints**

- Act as a mediator to try to reach an informal resolution of any complaints which relate to Group activities.

- 

### **D2.4 Beacon**

- Become acquainted with the Beacon database.

### **D2.5 Committee Meetings**

- Give a written or oral Groups Liaison report.

## **D3 Membership Secretary**

### **D3.1 General**

- Respond to all enquiries received vis Furness u3a website and by post or by telephone.
- Provide membership forms and collect subscriptions from new and renewing members.
- Liaise with website administrator to ensure all forms are available on the Furness u3a website.
- Supply each new member with a membership card and membership pack. (Pack must contain a copy of the current Groups List).
- Process online BACS payments for new members and renewals.
- Make available Renewal forms to existing members in April and provide new membership cards.
- Order new cards in October each year so that cards will be available for members joining from January to March in the new calendar year.
- Bank all subscriptions collected and send detailed spreadsheets to the treasurer.

### **D3.2 Beacon**

- Enter all new members' details into the Beacon database with renewing members subscriptions receipts input to the renewals section.
- Ensure members who have paid for Furness newsletter by post are entered in the Beacon database.

### **D3.3 Group Leaders**

- When requested by u3a Group Leaders provide contact details for members.

### **D3.4 Committee Meetings**

- Give a written or oral Membership report, including the latest membership numbers.

### **D3.5 Monthly Speaker Meetings and Drop-Ins**

- Staff a membership desk, handling new members, membership queries and, when appropriate, renewals.

## **D4 Newsletter Editor**

### **D4.1 Producing the Newsletter**

- Design the newsletter.
- Receive input from u3a members.
- Liaise with the following:
  - Chair for Chair's Letter;
  - Secretary for all formal notifications, for example, AGM, Committee business;
  - Group Leaders Support for information on new groups, closing groups;
  - Drop-in organiser re groups exhibiting;
  - Speaker Finder re: Monthly Meeting speakers;
  - other committee members regarding input;
  - Group leaders re. notices and news.
- Write articles as appropriate.
- Edit input.
- Check dates of all entries.
- Check email addresses, phone numbers etc.
- Arrange proof reading of every edition.
- Save finished edition as PDF file.
- Forward to Sys Admin for insertion of links in text.

### **D4.2 Issuing the Newsletter**

- Correspond with any member who may have failed to receive their newsletter.
- Electronic copies:
  - email a link to all members who receive their newsletter electronically.
- Paper copies:
  - print, or arrange printing of, the number of newsletters required;
  - collate and staple the newsletters;
  - purchase stationery and stamps as necessary;
  - print address labels;
  - stuff, stamp and label envelopes;
  - post the newsletters;
  - recover costs by submitting an expenses form to the Treasurer.

### **D4.3 Committee Membership**

- Normally, the Editor will be a member of the Committee, and will produce a short monthly report to the Committee, outlining progress and highlighting any issues.
- Where, exceptionally, the Editor is not a member of the Committee, the Editor will be expected to [a] submit a short monthly written report to the Committee, outlining progress and highlighting any issues, and [b] attend at least two Committee meetings a year to enable face-to-face discussion.

## **D5 Publicity Officer**

### **D5.1 General**

- Be proactive in identifying sources of publicity.
- Keep a record of essential and useful contacts.
- Report to the committee monthly regarding publicity.
- Provide information to the newsletter editor and website editor.
- Maintain and update publicity materials e.g leaflets, display boards.
- Organise publicity events e.g library displays, open days, other local.
- Give talks to other organisations about Furness u3a

### **D5.2 Committee Meetings**

- Give a written or oral Publicity Report.

## **D6 Speaker Finder**

### **D6.1 Arranging the Programme**

- Book speakers for the year ahead, using lists in the file, contacts or recommendations from members or other U3As.
- Book speakers for all months, except August and December, with special consideration to find a shorter length talk for March. Ensure that there is a mix of interesting subjects, and humorous, serious, thought provoking, and entertaining talks, so that the majority of our members are catered for.
- Contact each speaker by phone or email, asking if they will speak, telling them approximate audience numbers of 140-170, ask what fee they charge, and the title and resume of what their talk would be about.
- Follow up with details by e-mail:
  - confirming the date and venue of the talk;
  - confirm parking arrangements;
  - confirm the start time of the talk- 10.15am, and indicate that Committee members will be in the hall before then, so the speaker will be able to meet them;
  - confirm that the duration of talk-should be 45-50 minutes, with 5/10 minutes following that for questions;
  - ask what technical equipment will be required [eg. laptop, microphone type, table, chair etc.].
- Keep a list of speakers and dates, to prevent any repetition of subjects and speakers, with details of e-addresses, phone numbers, and note as to suitability as a speaker, for recommendation to other groups, or for us to ask again to talk on another topic.

### **D6.2 Preparing for Each Speaker Meeting**

- Contact the speaker about a month before the meeting to confirm that all is OK, and again a day or two before the meeting to check on any equipment changes etc. and to make sure that they are still coming.
- Ensure that the Coronation Hall are aware of any equipment needed, and of any special arrangements about the number and layout of chairs.
- Inform the Treasurer with the fee amount and ask for payment to be arranged.

### **D6.3 After Each Speaker Meeting**

- Get feedback from the committee and some members, before e-mailing or phoning the speaker a few days after the meeting, to thank them and relay any positive feedback to them.

### **D6.4 During Each Speaker Meeting**

- Ensure the Speaker is welcomed, looked after and introduced to the Meeting Chair. Subsequently either introduce the Speaker to the audience or ensure the Meeting Chair does so. At the end of the Speaker's presentation ensure that members have the opportunity to ask questions.

### **D6.5 Committee Meetings**

- Give a written or oral Speaker Finder Report, and ensure that the Committee members are aware of confirmed and provisional speakers, and of any issues requiring Committee approval, such as an unusually high cost.

## **D7 Systems Administration**

### **D7.1 General**

- Maintain the Beacon online database system.
- Maintain the furnessu3a.org domain and key mailboxes, and furnessu3a.org and u3asites.org.uk websites (web content mostly provided by others on committee).
- Manage spam reports on the furnessu3a.org mailboxes.
- Provide IT support and training to committee members, group leaders and other users, relating to Beacon, our website and online video conferencing.
- Provide IT support at monthly meetings and up-to-date door lists for in-person monthly meetings.
- Set up and maintain online membership systems.
- Each month, upload newsletter and send newsletter editor the newsletter link for email distribution, plus provide newsletter editor with up-to-date address labels document for newsletters by post.
- Maintain u3a IT equipment and enable its use by the Committee and Group Leaders.

### **D7.2 Third Age Trust**

- Upload the direct mail address distribution list for each issue of the national Third Age Matters magazine [TAM].
- Submit the annual return indicating the number of members receiving TAM.

### **D7.3 Committee Meetings**

- Give a written or oral Systems Administration Report.

## **D8 Website Editor**

### **D8.1 Overall Role**

- To create and maintain content for the Furness U3A pages on the u3asites.org.uk web host, and liaise with Group co-ordinators and committee members on content and notices.
- To encourage group co-ordinators and group members in general to provide up-to-date and interesting material for both main and group pages on the Furness U3A website.

### **D8.2 Responsibilities**

Update, refresh and manage the Furness website, in order to keep the membership and the public informed about the activities of our U3A.

### **D8.3 Liaison with Other Committee Members**

- The role is reactive rather than proactive.
- The Webmaster works closely with other members of the committee, particularly the Group Leader Support, the Newsletter Editor and the Membership Secretary to ensure the information is current.
- There is also contact with Group Leader Support, when group information is to be updated, but close contact with the Group Leader Support is required to ensure co-ordination of information.

### **B8.4 Tasks**

- General
  - Ensure personal details are not visible on the website to avoid scammers screen scraping them for criminal purposes.
  - Review Group page information to check if it is current and that photographs are relevant and up to date. Work with Group Leader Support to update pages.
  - Check email correspondence.
  - Update website with relevant information, uploading documents/photographs as required.
- Monthly
  - Add upcoming U3A events to News on Welcome page
  - Check that past events are deleted
  - Within the limits of the usage statistics from the u3asites.org.uk system, to provide the Committee with regular updates on site usage.
  - Give a written or oral Website Editor Report to the Committee.
- Miscellaneous
  - Maintain and update Committee Contact pages The website address is <http://u3asites.org.uk/code/u3asite.php?site=32>. The site is built using U3A SiteBuilder and modified using this software.



## **D9 Welfare and Inclusion Officer**

### **D9.1 Overall Role**

- To promote Furness u3a as an organisation which strives to achieve equality and diversity in its activities.
- To promote equal access for all members and prospective members to group and general meetings.
- To identify and support members and prospective members who have disclosed a difficulty relating to visual and hearing loss and mobility.
- To promote good practice amongst groups with regard to recognising needs and awareness of health and safety when out and about and at meetings.
- To advise that disabled members may bring a carer with them to any group they attend.
- To advise that u3a trips may include disabled members, wherever possible with the proviso that any disabled member who wishes to travel makes their own arrangements for care sufficient for their needs as the organiser cannot be responsible for anyone who cannot manage without help.

### **D9.2 Committee Meetings**

- Give a written or oral Welfare and Inclusion Report.

## **D10 Hospitality Officer**

### **D10.1 Monthly Meetings**

- Purchase coffee/tea/sugar/milk/biscuits.
- Set out cups and saucers and biscuits/sugar/milk, ready for serving drinks when the Speaker has finished.
- Serve tea and coffee to members.
- Place used crockery on trolley for Coro staff to deal with.
- Submit expenses form to Treasurer for reimbursement.

### **D10.2 Drop-in Sessions**

- Obtain a 'float' for refreshments from Treasurer.
- Set up table/counter with cups, coffee, tea and biscuits etc.
- Collect one pound for tea/coffee, 50p for refills.
- At the end of the event, ensure that mugs/plates etc. are washed and replaced in cupboards.
- Bank money collected from refreshments. (Cumberland Building Society, open Monday, Wednesday, Friday. Closed lunch time 1.30-2.30.)
- E-mail Treasurer with details of banking so that it can be identified.

### **D10.3 Group Leaders Garden Party**

- Research and advise committee on cost of catering.
- Book caterers and arrange delivery of food to the venue.
- Submit invoice to Treasurer for payment.
- Contact volunteers to assist.
- Lay out tables and arrange food/plates etc.
- Supply tea/coffee and serve to members.
- At the end of the event, ensure that mugs/plates etc. are washed and replaced in cupboards and dispose of rubbish.

### **D10.4 Xmas Social**

- Research and advise committee on cost of catering.
- Book caterers and arrange delivery of food to the venue.
- Submit invoice to Treasurer for payment.
- Liaise with Coro regarding the layout of tables.
- Contact volunteers to assist.
- Arrange food/plates etc. on arrival.
- Clear tables at the end of the event and dispose of rubbish.

### **D10.5 Committee Meetings**

- Give a written or oral Hospitality Report.