

## **CRAWLEY U3A - Role Descriptions**

### **CHAIRMAN**

- 1) To chair all Executive Committee Meetings.
- 2) To liaise with the Honorary Secretary concerning preparation of Agendas for Executive Committee Meetings.
- 3) To give active support to the Honorary Secretary on any matters relating to Crawley U3A business as and when needed.
- 4) Take Chairman's action between Executive Committee Meetings as necessary, for ratification at the next Executive Committee Meeting.
- 5) Prepare for, and introduce speakers at Monthly Meetings as required.
- 6) Speak about U3A when requested by other organisations.
- 7) Receive minutes from the Minute Secretary, review and liaise with Secretary.

### **VICE-CHAIRMAN**

- 1) Serves as deputy to Chairman on occasions when he/she cannot be present or has requested representation.
- 2) Pass to Chairman or Honorary Secretary any complaints, comments or suggestions from members.
- 3) At all times to be aware of and to take advantage of opportunities to give information on U3A.
- 4) To liaise with other organisations and committees on behalf of U3A where appropriate.
- 5) Attend meetings of the Older Person's Form, this is organised by CCVS.
- 6) Liaise with other U3A's and Sussex U3A Network.

### **HONORARY TREASURER**

- 1) To receive accounts from Group Leaders or their appointed secretaries, usually after every four meetings, bring their surpluses to account or reimburse them for their deficits using gross accounting methods.
- 2) To receive any moneys due to U3A Crawley (other than meeting fees which are paid to Group Leaders/Secretaries) and bring to account, in particular members' subscriptions and pay into the designated bank account.
- 3) To reimburse officers and other members for their expenses properly incurred in the activities of Crawley U3A and claimed in writing supported by receipts where possible, provided that expenditure of an unusual nature has been authorised by the Executive Committee.
- 4) To maintain a record of all receipts, payments and assets, and to present it in proper order to the person appointed to examine the accounts as soon as possible after the end of the financial year for the preparation of the annual accounts; and to present these in person if possible for adoption at the AGM.
- 5) To attend the Executive Committee Meeting whenever possible and report on the financial position of the organisation as required.

- 6) To be the person named to the Charity Commission as the Trustees Correspondent and signatory.
- 7) To settle accounts for Monthly and other Meetings and events.
- 8) To advise on all financial matters.
- 9) Prepare the Annual Report in collaboration with Chairman.
- 10) To be responsible for making bookings and payment to the venue for Monthly Meetings.
- 11) Collect and keep Group Registers at the end of each year.
- 12) Receive completed Membership Forms with cheques. Retain Gift Aid information and claim from the Inland Revenue. Pass application forms to Membership Secretary.
- 13) Maintain central database of membership records, address lists etc. and produce mailing labels. Database information to be supplied only to those authorized by the Executive Committee to receive it, by nature of their role. Enter enrolment into Membership Register with date. If a new member, add name to the register and give a number.
- 14) Monitor enrolments on the database to identify lapsed members.
- 15) Maintain the master copy of the Operating Procedures.
- 16) Cooperate with the Groups Coordinator to ensure rooms are booked and forward notice from CCVS requesting booking applications. (Notice received mid Sept: for response by 1 Oct. Membership runs from 1 Apr to 31 Mar.)

#### **HONORARY SECRETARY**

- 1) To receive and answer all correspondence for Crawley U3A, including NEC business.
- 2) General and Executive Committee Meetings
  - a) Prepare agendas with Chairman.
  - b) Distribute agendas, minutes, reports etc.
- 3) To ensure Executive Committee records are comprehensive and properly maintained, including sub-committee reports.
- 4) Ensure all new members of the Executive Committee are aware of the responsibilities of Trustees of a Charity.
- 5) Respond to enquiries about Crawley U3A and liaise as appropriate.
- 6) Hold U3A Information File, keeping documents in it up-to-date.
- 7) Keep U3A Notice Board and use to present information to members at meetings.
- 8) Give notice of Annual General Meeting, to receive proposals and nominations.
- 9) Plan and arrange the Annual Group Leaders' Meeting. Prepare Agenda with Chairman and distribute to Group Leaders and Executive Committee members. Receive Group Reports from Group leaders, minutes of the meeting from Minute Secretary and distribute to all Group Leaders and members of the Executive Committee.
- 10) Organise the September Open Afternoon, advising the Group Leaders, laying out the tables etc.

#### **GROUPS CO-ORDINATOR**

- 1) Liaise with Group Leaders on matters concerning the running of groups.

- 2) Ensure rooms and suitable facilities are available as required by groups.
- 3) Arrange with Chairman to meet new Leaders, discuss plans before new groups are started.
- 4) Prepare wallet with information for new leaders and explained the contents.
- 5) Attend first meetings of new groups (if not possible arrange with another Executive Committee member) and visit others from time to time as appropriate.
- 6) Report to the AGM and Executive Committee on progress in groups.
- 7) Receive requests for resources and materials from groups, report to Executive Committee and arrange purchases. Ensure each item is marked with a U3A logo 'sticker'.
- 8) Confirm the proposed dates and times of meetings for the coming academic year.
- 9) Complete booking forms for rooms, as appropriate, throughout the year in conjunction with the Treasurer.
- 10) Confirm that new registers are distributed to Group Leaders in time for the start of each Programme Year.
- 11) Nominated Licensee Coordinator for the copying of printed material.

### **ORGANISER OF SPEAKERS FOR MONTHLY MEETINGS**

- 1) Arrange programme of speakers as required during period of each academic year.
- 2) Currently there are 11 meetings (this figure includes enrolment and AGM) on the 2nd Friday in the month, with September as Enrolment, the AGM and Christmas Meeting. (April may not be possible according to the date of Easter). Send letters of thanks.
- 3) Make arrangements for speaker's requirements.
- 4) Liaise with speakers, provide details for the person introducing the speaker, ensure the necessary equipment is available and expenses are covered.
- 5) Liaise with Newsletter Editor regarding publication of dates and details of meetings.
- 6) Advise the Executive Committee of the programme in preparation for printing.
- 7) Liaise with other members of the Executive Committee as and when appropriate.
- 8) Arrange for 'votes of Thanks to Speaker and writing of report for Crawley U3A Newsletter.

### **MEMBERSHIP SECRETARY**

- 1) Report to the Executive Committee and the AGM on membership numbers, and on any offers of help received.
- 2) Respond to enquiries for membership and requests for information on Crawley U3A.
- 3) Receive enrolment forms from the Treasurer after fees have been paid.
- 4) Maintain members' cards in the index file.
- 5) Issue membership cards and send to members.
- 6) Lapsed members will be taken out of the index file and off the mailing list if membership is not renewed by the end of November in any year.
- 7) Arrange as necessary meetings specifically to welcome new members.
- 8) Distribute Crawley U3A Newsletter to new members.

- 9) Organise the volunteers at the September Open Afternoon to accept New Members and Membership renewals.

#### **MINUTES SECRETARY**

- 1) Attend U3A Executive Committee, Annual General, Group Leaders' and Special Meetings, taking notes of the proceedings and take part in discussions.
- 2) Subsequent production of typed Minutes, summarising discussions.
- 3) Send copy of minutes to Chairman as appropriate for approval, for filing and distribution.

#### **EDITOR OF CRAWLEY U3A NEWSLETTER**

- 1) Gather together relevant copy material for each of the three issues - Spring, Autumn and Winter. Edit all incoming reports, write-ups and other material, correcting and shortening if necessary to suit available space. Ensure that all important notices to members are included. Select other material received that may be of interest to members, and include it according to available space.
- 2) Include a reminder for lapsed members in the autumn issue.
- 3) Prepare copy for printing.

#### **Merchandise Secretary**

- 1) Hold stocks, order and sell U3A merchandise.
- 2) U3A Diaries. Take orders from members, order, receive, distribute and sell any surplus diaries.
- 3) Hold copies of Study Day Forms, copy and distribute as requested.

#### **SUSSEX U3A NETWORK REPRESENTATIVE**

- 1) To represent Crawley U3A at the Sussex U3A Regional Association Meetings.
- 2) Report to the Crawley Executive Committee after meetings.

#### **PUBLICITY AND DISPLAY CO-ORDINATOR**

- 1) Collect material and provide displays:
- 2) At present these are required :-
  - a) August and January - Library dates to be arranged and details passed to the Newsletter Editor.
  - b) On other occasions when presentations required
- 3) Arrange printing of Crawley U3A Newsletter with the technician at TBCC.
- 4) After printing of Crawley U3A Newsletters, prepare envelopes using address labels supplied by the Treasurer.
- 5) Identify a team of helpers to prepare Crawley U3A Newsletters for posting.
- 6) Deliver for posting.

### **IT ORGANISER AND WEBMASTER**

- 1) Liaise with the editor of the Newsletter.
- 2) Give support on IT to the Executive Committee and other Members as required.
- 3) Presentation and production of Annual Programme and membership cards with Honorary Secretary and Groups Coordinator.

### **REFRESHMENTS**

A named Member.

Arrange rotas for Monthly Meetings and at other meetings when requested e.g. Group Leaders' Meetings.

### **OUTINGS ORGANISER**

A named Member.

- 1) Prepare suggestions for Annual spring and summer Outings and submit to Executive Committee for decision in time for the appropriate Newsletter.
- 2) Book coach and venue.
- 3) Price on an individual basis to cover all costs including gratuities, parking fees, tolls, entrance fees, refreshments/lunches, telephone costs, postage, printing and to include an allowance for unsold seats.
- 4) Prepare booking form; submit for printing in time to be distributed with the appropriate Newsletter.
- 5) Take bookings.
- 6) Collect fees and forward to treasurer who will pay for coach and venues by cheque.
- 7) Enroll assistance from other Members as appropriate.

### **SOCIAL COMMITTEE**

Membership to comprise:-

Chairman

Vice-Chairman

Other Executive Committee members and other members as appropriate.

### **RESPONSIBILITIES UNDERTAKEN BY NON-COMMITTEE MEMBERS**

**'GET WELL' AND OTHER CARDS**      Appropriate Group Leaders

Job Descriptions as discussed and agreed at Executive Committee Meeting held on 24<sup>th</sup> June 2011.

An Executive Committee Role Holder may, where appropriate, ask another Executive Committee Member to represent them or undertake a task on their behalf. Non-Committee Members may similarly ask other Members to undertake tasks.

**ROLES OF EXECUTIVE COMMITTEE AND OTHER MEMBERS - JUNE 2011 - 2012**

Chairman/Social Committee	Gillian Pitt	01293 528943
Vice-Chairman/Social Committee	Mary Russell	01293 520853
Honorary Treasurer	Mary Mayne	01293 520107
Honorary Secretary and Minute Secretary	Beryl Sinclair	01293 513825
Membership Secretary and to Welcome new members	Betty Dowty	01293 882335
Monthly Meetings (Speakers) & Coordinating Editor of Newsletter	Douglas Mayne	01293 520107
Groups Coordinator	Barbara Hanson	01293 527529
Merchandise Secretary	Brenda Broom	01293 882674
Sussex U3A Regional Representative	Beryl Sinclair	01293 513825
Publicity & Display Coordinator & Distribution of Crawley U3A Newsletter	Pamela Binns (co-opted)	01293 888455
Outings Organisers	Margaret Shaw	01293 851365
	Jo Slack	01293 526140
	Pam Binns (co-opted)	01293 888455
IT Organiser and Webmaster	Don Sadler (co-opted)	01293 531526
Refreshments	Peggy Miller (in attendance)	01293 409298