



# **COMMITTEE MEMBERS' HANDBOOK**

REVISED EDITION 2020-01-17 SREB



## U3A LEEDS COMMITTEE ROLES & FUNCTIONS

The following Job Descriptions summarise the distribution of activities within the Executive Committee as currently constituted at the time of writing. Distribution of the workload may be, and has been, different within other Committees.

### ALL COMMITTEE MEMBERS

1. Check the recommendations for any specific role undertaken as recommended by the Third Age Trust
2. Check the role's responsibilities as a Trustee using guidelines provided by the Third Age Trust and the Charity Commission
3. With fellow committee members, promote the U3A ethos

### CHAIRPERSON

1. Responsible for overall co-ordination and functioning of U3A Leeds
2. Provide general leadership plus help and guidance when necessary
3. Prepare reports & paperwork for meetings as required
4. Chair Committee, AGM and general meetings
5. Liaise with outside bodies to represent U3A as and when needed
6. Assist & advise other officers and committee members
7. Adhering to U3A guideline, hear and adjudicate upon any disputes/grievances which cannot otherwise be resolved
8. Ensure that the 'Aims & Principles' of U3A are upheld
9. Responsible for the smooth running of U3A Leeds
10. Principal key holder
11. Nominated officer for Health & safety
12. Nominated officer for Safeguarding and protection
13. Access & answer enquiries received on webmail

### VICE CHAIRPERSON

1. Support the Chairperson and deputise where necessary

**SECRETARY**

1. Produce agenda for Committee, AGM and general meetings
2. Draft minutes of Committee and other meetings
3. Distribution of agendas and Minutes
4. Deal with incoming correspondence
5. Disseminate information received from National Office, YAHR and other sources
6. In conjunction with Chairperson & Treasurer, prepare and send out AGM papers
7. Maintain files and archives (both hard copy and electronic) as required
8. Compile the Trustees Annual Report for the Charity Commission
9. Present the Charity Commission Annual Report to the Executive Committee for approval
10. Submit the Annual Report to the Charity Commission
11. Complete the Charity commission website to indicate all changes of Trustees
12. Produce and distribute Programmes as per the tasks currently listed under Programme Production Team

**TREASURER**

1. Collect receipts from attendance at general meetings, group meetings and subscriptions and verify to documentation
2. Bank all receipts
3. Verify and pay all expenses supported by receipts
4. Prepare cheques for speaker at general meetings
5. Reconcile Yorkshire Bank accounts
6. Maintain the fixed asset register.
7. On receipt of invoices, arrange for payment of rent for the various locations
8. Reconcile the membership records to subscriptions received
9. Attend the Committee meetings and report on financial matters.
10. Prepare the annual accounts for U3A Leeds
11. Arrange for Independent examination of the accounts
12. Present Treasurer's report to the AGM
13. Prepare an annual budget
14. Verify that actions of the committee do not breach the regulations of the Charity Commission or the Constitution.
15. Complete the online application for Gift Aid on HMRC website.
16. Arrange for payment of annual capitation to Third Age Trust.
17. Arrange for payment of costs in connection with Third Age Matters.

**MEMBERSHIP SECRETARY**

1. Collect all records and information from the previous Membership secretary
2. Collect membership fees and pass monies to Treasurer with full details including Gift Aid
3. Reply quickly to new member enquiries
4. Deal with queries from members/committee members regarding membership information
5. Maintain a standard U3A Starter Pack for new members
6. Send out new members' packs

7. Maintain membership records using Beacon
8. Produce membership list for use at General Meetings
9. Present membership figures at Committee meetings/AGM
10. Regular mail-outs of information to members via e-mail
11. Send out or make available annual subscription renewal forms to all existing members
12. Send out membership cards to all members upon renewal
13. Update Third Age Matters mailing list when requested, and ensure another committee member can also do this as and when required

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

1. Liaison between members and Group Leaders
2. Collate information from Group Leaders and produce display for General Meetings
3. Refer members to appropriate Group Leader when enquiries received
4. Provide information/support to members proposing to start a new group
5. Send out/request information to Group Leaders using e-mail/telephone
6. Keep a stock of 'Handbook for Group Leaders' and amend when necessary
7. In good time, collect information from Group Leaders for Programme/Annual Report
8. Liaise with other Committee members re: production of Quarterly Programme
9. Organise group leaders' meetings as and when required
10. Distribute calendar, programme, expenses forms to group leaders as and when necessary
11. Encourage Group Leaders to validate membership renewals against the spring non-renewals list

#### **SPEAKER SECRETARY**

1. Collect ideas for possible speakers/activities
2. Liaise with other officers to prepare calendar of events
3. Book speakers, send booking letters/confirmation letters as required
4. Check with speaker regarding requirements; equipment, hall layout, fee, etc
5. In conjunction with the Treasurer, make sure that any payment/fee required by a speaker is available at the general meeting
6. Greet Guest Speakers and Official Visitors at meetings
7. Introduce and thank Speakers at general meetings
8. Obtain receipt from speaker for monies paid and forward to Treasurer
9. Liaise with tea rota members re: speaker requirements and ensure that water carafe, glass and tea tray is put out for speaker

#### **PUBLICITY/INFORMATION**

1. Ordering/distribution of leaflets, bookmarks, booklets from National Office
2. Distribution of publicity material/posters to outside bodies (e.g. Libraries etc.)
3. Publicity Notices to Press - Local, Regional & National (Third Age Matters)
4. Collection of items/photos from Groups etc... for inclusion in Newsletter

5. Designing, drafting and arranging for reproduction of Newsletter
6. Keeping Treasurer informed of production costs
7. In liaison with other Committee members, arrange distribution of Newsletter via e-mail, meetings, groups, website
8. Preparation and production of general publicity materials for U3A Leeds

#### **NEW MEMBERS' COORDINATOR**

1. Liaise with membership secretary to keep track of new members
2. Organise a New Members' Meeting whenever 50 or over have been enrolled
3. Invite new members, group leaders and Committee to attend & give presentations
4. Ensure that new members are made welcome at general meetings
5. Coordinate meeters & greeters/buddies at general meetings
6. Talk to prospective members and provide information, application form/GiftAid certificate as necessary

#### **PROGRAMME PRODUCTION TEAM – currently SECRETARY**

1. Collate information from speaker secretary and groups coordinator
2. Prepare and proof-read programme
3. Arrange printing of programme for General Meetings and for Membership Secretary
4. Confirm costs with Treasurer/Chairperson if external printing
5. Circulate electronic copies to all membership who have emails
6. Send copy of programme (minus telephone numbers of group contacts/leaders) to Website Manager

#### **YORKSHIRE & HUMBERSIDE REGIONAL REPRESENTATIVE**

1. Attend meetings of YAHR as appropriate
2. Relay information/activities from YAHR to committee

#### **ENQUIRY LINE ADMINISTRATOR**

1. Keep U3A mobile phone charged, topped up and switched on
2. Answer all call received and answer queries wherever possible
3. Refer relevant calls to other committee members where necessary

#### **BEACON ADMINISTRATOR**

1. Nominated officer for Data Protection
2. Add logins and passwords for new Trustees
3. Remove logins from retiring Trustees
4. Resolve access issues for other Trustees
5. Provide first line support for other Trustees' issues with use of Beacon

#### **WEBSITE ADMINISTRATOR (currently not a committee role)**

1. Maintain details of all current Committee Members
2. Maintain the list of current activity groups, locations, times and contacts

3. Keep details of upcoming general meetings and other activities up-to-date
4. Upload Policy documents, annual reports and accounts, bulletins and other materials published by Leeds U3A
5. Add photographs and other items of interest provided by groups as and when available

#### **CATERING SUB-COMMITTEE (formed as and when necessary)**

Organise & provide catering for special events

#### **OTHER TASKS**

- Entrance Fee Taker
- Meeters and Greeters
- New Member Buddies
- PA system - set up/put away
- Arrange black-out blinds as required
- Clear away & lock cupboards at the end of meetings
- Collect names for tea rota
- Provide refreshments at 3.00pm
- Purchase tea, coffee, biscuits, sugar, cups, milk
- Provide carafe of water and glass for Speaker
- Clear away after meetings

**NOTE:** This document details most of the tasks necessary to keep U3A Leeds running smoothly and shows who is responsible for those tasks. Each Committee member is responsible for their own role and should ideally have 1-2 people shadowing or working with them to ensure continuity and support.

If you find there is a way to simplify your job or improve how U3A Leeds functions, let the Committee know. If you find you need assistance do not hesitate to ask your fellow Committee members for help.

***Finally, if you meet other members who you believe would like to become involved in the work of the Committee and who would be an asset to U3A Leeds in the future, please let the Chairperson and Committee know.***

### CURRENT COMMITTEE

NAME	RESPONSIBILITY
Janet Keogh	Joint Chair
Derek Levy	Joint Chair
David Ball	Vice Chair, Groups Co-ordinator
Maureen Lewin	Treasurer
Sue Buchan	Secretary
Anne Searles	Membership Secretary
Angela Hutchinson	Speaker Finder
Shena Flower	Committee Member
Robert Collins	Committee Member
Steve McGrail	Committee Member
Margret Quinton	Committee Member Travel

### GENERAL INFORMATION

#### WEBSITE, EMAIL AND ENQUIRY LINE

1. Website - [www: u3aleeds.org.uk](http://www.u3aleeds.org.uk)
2. Email - [members@u3aleeds.org.uk](mailto:members@u3aleeds.org.uk)
3. Enquiry line - 07552 448 834