COMMITTEE OFFICER ROLES

Chair Role Description– *(Vacant)*

To provide inclusive and democratic leadership of the board of Trustees (the committee).To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of the u3a. To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the constitution) and complies with charity law and other relevant legislation. To ensure the u3a upholds the guiding principles. To oversee adherence to the terms and conditions of affiliation to the Third Age Trust. To ensure the effective and efficient administration of the u3a. To safeguard the good name and values of the u3a organisation.

Secretary Role Description -

To support the Chair in ensuring the smooth running of the board of Trustees (the committee). To take overall responsibility for the day-to-day administration of the u3a. To deal with all correspondence and the circulation of information. To ensure meetings are effectively organised and minuted. To maintain effective records. To act as an information and reference point for all members of the committee

Treasurer Role Description – *(Working Final Year)*

To oversee the finances of the u3a in line with good practice and in accordance with the U3A's governing document (constitution), the wishes of the board (the committee) and charity legislation. To take day to day responsibility for the u3a's finances. To provide regular reports to the board on the financial position of the u3a. To ensure the financial resources meet the present and future needs of the u3a. To ensure effective measures, controls and procedures are put in place which are appropriate to the U3A and will safeguard assets and ensure financial security. To be instrumental in the development and implementation of appropriate financial, reserves and investment policies in line with the charitable objects/purposes of the u3a.

Vice Chair Role Description –

It is generally accepted that simply being available to deputise for the Chair does not constitute a viable committee role. One of the Vice Chair's roles is to deputise for the Chair and so he/she will need to be familiar with all the necessary committee procedures and able to assume responsibility at a short notice, if necessary.

COMMITTEE – NON-OFFICER ROLES

Membership Secretary –

To provide information to prospective members. To be responsible for the paperwork and administration pertaining to u3a membership. To maintain accurate membership records in the desired format.

Group Coordinator –

To facilitate the setting up of new interest groups. To support and advise the Group Leaders/Convenors; and ensure good communication between the Group leaders/Convenors, the group members, the Committee and the Camelot Area u3a as a whole.

Speaker Secretary –

To select and organise speakers for our Monthly Meetings whilst keeping within the budget provided by the Treasurer and agreed by the committee. To ensure information about the speaker and the subject of their talk is relayed to all concerned.

Webmaster –

To maintain and update the website, keeping it fresh and interesting, ensuring that all the information regarding groups and events are up to date and relaying incoming enquiries are as appropriate. To provide statistical reports when required and keeping abreast of updates and modifications via the website forum.

Publicity Officer –

Write and distribute articles to secure coverage for events, monthly speaker meetings and general activities. Produce, print and display/distribute promotional material to public spaces – libraries, community boards and places. Coordinate with webmasters to keep online platforms and calendars updated. Safeguard the name, values and official brand guidelines of the u3a movement.

Digital Administrator – *(Working Final Year)*

To manage and maintain Camelot Area u3a digital data system, as held in both the Camelot u3a Beacon Administrative system and on Camelot Area u3a Workspace as requested, including creation of user accounts, assigning access privileges, checking the Audit Log, and forwarding information on latest updates issued by the National u3a Beacon Team and National u3a Beacon Users' Forum as relevant to Camelot Area u3a.