

Chair

Category Committee Officer

Role

1. to manage the committee, ensuring its effective operation
2. to represent the u3a at meetings, functions and events
3. to arrange publicity for Cheltenham u3a & increase awareness of the u3a among the public
4. to pursue educational partnerships and promote opportunities for the general membership

Duties

- a. to take the chair at committee meetings, general meetings and other meetings where appropriate
- b. to draw up the agenda for committee meetings and general meetings in conjunction with the Secretary
- c. to coordinate the work being undertaken by other officers and committee members and by those filling non-committee roles
- d. to liaise with other officers and committee members and with those filling non-committee roles to ensure the smooth and efficient running of the u3a
- e. to monitor actions agreed at meetings, progressing as necessary
- f. to prepare and present the Annual Report to the AGM
- g. to increase awareness of local and national u3a activities among members by means of notices at meetings & items in the newsletter.
- h. to oversee Health and Safety, where the role holder is not a committee member

Vice Chair

Category Committee Officer

Role

1. to deputise for the Chair
2. to encourage members to participate in general activities
3. to pursue educational partnerships and promote opportunities for the general membership

Duties

- a. to “shadow” the Chair
- b. to chair appropriate meetings in the absence of the Chair
- c. to take the chair at the AGM for the election of the Chair, when appropriate
- d. to undertake ad hoc tasks, by agreement

Cotswold link contact

Category Can be non-committee role but usually filled by committee member

Role

1. to liaise with Cotswold Link Member U3As

Duties

- a. to attend meetings of the Cotswold Link, hosted by the Link members on a rota basis
- b. to organise, with the Secretary of Cotswold Link, when it is the turn of Cheltenham u3a to host
- c. to report to the committee as necessary
- d. to liaise with the Southwest regional contact (who attends the Cotswold Link meeting) as appropriate
- e. to share electronic copies of the Cheltenham newsletter with Cotswold Link member u3a

TREASURER

Category Committee Officer

Role

1. to manage the finances of the u3a on behalf of the committee
2. to liaise with external bodies regarding financial matters
3. to act as, or taken responsibility for the work of, the Gift Aid Administrator

Duties

- a. to discuss a budget with the committee, based on commitments and plans, at the start of each financial year
- b. to control and monitor expenditure, ensuring as far as possible that budget limits are not exceeded
- c. to ensure that any specific funds received, e.g. grants, are spent on the item(s) for which they were given
- d. to maintain detailed records of income and expenditure
- e. to report at every committee meeting on the current financial situation
- f. to arrange for the accounts to be properly examined, after the end of each financial year, and to present them to the committee prior to the AGM
- g. to prepare and present the Annual Financial Report to the AGM
- h. to submit annual reports to the Charity Commission etc., as required
- i. to apply for grants as and when directed by the committee
- j. to ensure the Gift Aid database is maintained and the annual claim is submitted to the Inland Revenue.

Gift Aid Administrator

Category Can be non-committee role (but should only be filled by a current or ex committee member)

Role

1. to maintain a database of all members who have signed a declaration that they pay tax
2. to make the necessary claims to the Inland Revenue

Duties

- a. to liaise with the Membership Secretary to obtain current information at the end of each tax year.
- b. to update the database in the light of information obtained.
- c. to make an annual claim.
- d. to maintain a file of hard copies for reference.
- e. to keep the Treasurer fully informed.

BUSINESS SECRETARY

Category Committee Officer

Role

1. to liaise with external bodies regarding general and non-financial matters.
2. to provide administration services to the committee.

Duties i.r.o. External bodies

- a. to receive information from the Third Age Trust and disseminate it to the committee.
- b. to maintain correspondence files from the u3a national office.
- c. to ensure the safekeeping of records from the Third Age Trust.
- d. to provide, when applicable, articles for newsletter i.r.o. Third Age Trust information, concentrating largely on any matters of local interest.
- e. to inform members, via the Newsletter, the website contact details of the Third Age Trust to enable them to access information i.r.o. national events.
- f. to receive nominations for positions on the committee, ensuring they are received by the advertised deadline.

Duties i.r.o. Administration services

- a. to issue calling notices for Annual and other General Meetings in accordance with timescales defined in the constitution. This normally means inclusion in the newsletter and notification on the website.
- b. to arrange printing of AGM minutes and ensure committee minutes are stored for at least six years.
- c. to issue committee handbooks to new committee members and to keep the documents in the handbook up-to-date.
- d. to provide details on proposed policies to the committee and, on agreement of such, to maintain a policy document.
- e. to provide support on the constitution and u3a advice sheets to the committee.
- f. to update committee and non-committee data via the Webmaster and Newsletter Editors.

MINUTES SECRETARY
Category Committee Role
Role to provide secretarial services to the committee.
Duties <ul style="list-style-type: none">a in conjunction with the Chair, to draw up the agenda for committee meetings and general meetings.b to take the minutes of committee meetings and general meetings.c to distribute copies of agenda and minutes to officers and committee members.d to convene committee meetings.

Membership Secretary

Category Committee role

Role

1. to be the first point of contact for prospective new members.
2. to up-date the membership database
3. to manage the subscription renewal process
4. to manage the ongoing compliance with GDPR for member's personal data

Duties

- a. to keep the application forms up-to-date and have them copied and available
- b. to receive and process applications from new members
- c. to advertise New Members' Meetings as agreed by the committee.
- d. to provide the editors of the Cheltenham u3a newsletter with an outline "Welcome to New Members" with the date of the next New Members' meeting
- e. to maintain an online record of each member's name, address, emergency contact etc. and subscription payments.
- f. to process the renewals by receiving renewal subscriptions, either online or via the post, enabling new membership cards to be sent members or making them available for download.
- g. to maintain the process of entering and deleting members on the database.
- h. to deposit subscriptions received or to pass them to the Treasurer (whichever is agreed) on a regular basis and to advise the Treasurer of all deposits made.
- i. to produce an electronic file of addresses for the distribution of the Cheltenham u3a Magazine
- j. to advise the editor of the quantity of newsletters required.
- k. to send reminder email to all members a few days before each open meeting.
- l. to provide u3a national office with data for the mailing of u3a magazine to members.
- m. to provide membership statistics to the committee at each meeting.
- n. to record and amend members' Gift Aid status and send the Gift Aid declarations to the Gift Aid Administrator
- o. to respond to members' requests for details of the personal data held by u3a and to delete items if requested as required under GDPR and Cheltenham u3a's privacy policy
- p. to record in the database member requests to not receive a posted copy of the Cheltenham Magazine or the national magazine and incorporate these requests into the two distribution lists.
- q. to keep spare copies of recent Cheltenham u3a Magazine for marketing events.

Social Secretary

Category Can be non-committee role

Role

1. to oversee the provision of refreshments at main meetings
2. to oversee the arrangement of social events, with the aid of an agreed sub-committee
3. to convene a sub-committee for each major event

Duties

- a. to oversee the arrangement of a rota of members to provide refreshments at general, open and other main meetings
- b. to oversee the arrangement of the supply of suitable provisions
- c. to convene a sub-committee to organise each major event approved by the committee, within any agreed financial constraints

Webmaster

Category Can be non-committee role (but should only be filled by a current or ex committee member)

Role

1. to maintain and update the Cheltenham u3a website.

Duties

- a. to update committee and non-committee information supplied by the Secretary, including creation and mapping of committee web addresses.
- b. to liaise with the Newsletter Editor to receive the latest updates to add to the website, alerting members who have chosen to view on-line.
- c. to update groups list with information from Groups Coordinator, as required.
- d. to update events list, as required.
- e. to publish details of tours and holidays but only after the latest newsletter is distributed.
- f. to publish news items when they become available.
- g. to contact our supplier (Artworking Ltd) when support is required.

Access, Equality and Inclusivity

Category Committee role

Role

1. Act as a champion for minority groups and those with disabilities to enable them to feel welcome in the u3a.

Duties

- a. to review arrangements to meet the needs of members with physical disabilities (e.g. sight, hearing or mobility problems) at events and where possible group meetings.
- b. to contact minority groups that are currently not represented in the u3a membership, to introduce them to u3a and make them feel they would be welcomed both at events and in current groups.
- c. to encourage the creation of new groups if appropriate, to reflect the interests and needs of minority groups and those with physical disabilities.
- d. to promote a culture which values difference and treats individuals fairly with dignity and respect.

Health and Safety

Category Can be non-committee role

Role

1. Ensure compliance with Health and Safety legislation as it affects the u3a.

Duties

- a. to visit all venues used (over a period of time), apart from people's homes, and check that there are no health or safety hazards.
- b. to investigate any incidents occurring and report to the committee on causes, including proposals for future prevention.
- c. to keep the "Accident book" up to date.
- d. to make sure first aid kits are available.
- e. to ensure a first aider is present at main social and educational events.
- f. to keep the Chair fully informed.

Groups Coordinator

Category Committee role

Role

1. to provide a link between group leaders and the committee
2. to facilitate the formation of new groups
3. to help groups having difficulties and in need of assistance
4. to help members to join groups of interest
5. to ensure the Cheltenham u3a website and Beacon are kept up-to-date with group information and in step with each other.

Duties

- a. to maintain a list of group leaders and arrange for its regular publication
- b. to maintain and distribute an updated Cheltenham group leaders' handbook, seeking committee approval for any significant amend changes
- c. to promote camaraderie and interaction among group leaders by arranging meetings or information exchange on an ongoing basis
- d. to liaise with the Membership Secretary to further the interests of members
- e. to offer advice on suitable venues for groups
- f. to forward information from the Third Age Trust and newsletters from National Group Coordinators, as appropriate
- g. to update Beacon with changes to group information and to pass the same changes to the Webmaster so that the Cheltenham u3a website can also stay up to date and aligned with Beacon.
- h. to gain permission from Group Leaders to publish their contact details in the newsletter and on the website, and to keep a record of those permissions.
- i. to make periodic visits to groups (including using committee members) and to attend New Members meetings.
- j. to advertise for new group ideas in the newsletter, on the website, at Open meetings and New Members meetings.
- k. to advertise for member interest in suggested subjects in newsletter.
- l. to maintain lists of interested parties in potential new groups.
- m. to arrange a meeting for prospective members of a new group to lay out a way forward – to discuss leader, financial, emailing, venue responsibility, day and frequency of future meetings etc.
- n. If no leader initially, act as stand-in leader for the first 3 meetings only, as group must take responsibility thereafter.
- o. to arrange initial financial underpinning for group if required with other committee members.

Groups Coordinator Role (Continued)

For the detailed **Groups Coordinator Specification** click [HERE](#)

and

For the **New Groups Facilitator Specification** click [HERE](#)

Beacon Administrator

Category Can be non-committee role (but should only be filled by a current or ex committee member)

Role

1. to provide Beacon database management duties for Cheltenham u3a

Duties

- a. to be the point of contact in Cheltenham u3a for the national Beacon team.
- b. to maintain the list of Cheltenham Beacon users and manage access and passwords for them.
- c. to set up Beacon roles and privileges for users.
- d. to provide support to Beacon users
- e. to advise the committee on Beacon developments.
- f. to monitor email delivery from the Beacon system and deal with any delivery problems.
- g. to maintain the Beacon system settings and make any changes required following committee decisions on membership rates, membership classes and payment dates.
- h. in conjunction with the Webmaster, to manage the links which give access from the Cheltenham u3a website to the Beacon system.

Newsletter Editor

Category Non-committee role

Role

1. to edit and produce a regular newsletter for members of the u3a
2. to inform members of forthcoming meetings and events
3. to report on meetings and events of significant interest

Duties

- a. to collect and edit material for publication
- b. to be proactive in eliciting information and reports
- c. to provide extra items of general interest as space permits
- d. to arrange for the newsletter to be printed, liaising with the Membership Secretary/ Beacon Administrator regarding quantity required
- e. to ensure that distribution arrangements are in place
- f. to attend committee meetings as appropriate, in order to contribute to discussion and decisions concerning the newsletter.
- g. to send a copy of the newsletter file (docx and PDF versions) to the Webmaster when it is sent to the printers, so that the newsletter can be added to the website on the same day that hard copies are delivered to members.

Speakers Secretary

Category Can be non-committee role

Role

1. to organise Open meetings as agreed by the committee

Duties

- a. to determine subjects for meetings and to find speakers within budgetary limits agreed by the committee
- b. to arrange the venue, organise the chiring and the vote of thanks for each meeting
- c. to provide the Newsletter Editors and Treasurer with details of forthcoming meetings

Publicity Coordinator

Category Non-committee role (reporting to the Chair and Vice-chair)

Role

1. to generate positive publicity and enhance the reputation of Cheltenham u3a
2. to support the committee with internal communication and manage external communication in order to keep members and the general public informed about activities.
3. to work with the Chair or Vice-chair to plan and create public relations strategies and campaigns.

Duties

- a. to identify a publicity budget for activities conducted by the role holder and to keep accounts
- b. to write and distribute press releases for a range of media outlets
- c. to generating statements, website copy, leaflets and magazine copy
- d. to actively look for opportunities to promote Cheltenham u3a
- e. to developing contacts with local journalists, decision makers and businesses
- f. to serve as Cheltenham u3a's point of contact with the media
- g. to advising the Chair or Vice-chair on publicity matters
- h. to develop a good working relationship with key committee members including the Groups Coordinator, the Membership Secretary and the Cotswold Link Contact
- i. to help organise and to attend promotional events
- j. to monitor and respond to feedback from media and the public
- k. to record and analyse media coverage and measure, as far as it is possible, the impact of any joint initiatives and publicity campaigns

