

SAFFRON WALDEN U3A COMMITTEE.

The Committee currently consists of a Chairman, Vice-Chairman, Secretary, Treasurer, Membership Secretary, Activities and Venues Organiser, Speakers Organiser, Social Events Organiser and Update Magazine Editor, in addition to any elected and co-opted members who have no specific role.

The Committee normally meets during the morning of every third Monday of the month, except for August, at Saffron Walden Town Bowling Club.

We are always interested to hear from members who feel they may be able to help and we can arrange for you to attend a few meetings unofficially to see what is involved. Detailed information can be found in the Constitution on the website.

The responsibilities of the various Committee members are detailed below.

All Committee Members are Trustees.

Chairman

- To manage the Committee meetings and all other General Meetings
- To ensure compliance with the Constitution
- To liaise with the Secretary in preparing the Agenda for the meetings
- To liaise with the Treasurer regarding financial matters and act as a signatory on the bank account
- Ensure that Saffron Walden U3A adheres to U3A national policies, guidelines and codes of practice
- Introduce Open Meetings and present notices, then introduce the speakers as well as interact with the membership
- Act as the main representative to outside bodies

Vice-Chairman

- Deputise for the Chairman in all his areas of responsibility, particularly when the latter is absent
- Attend Committee meetings and become a signatory on the bank account
- Currently to manage the fixed assets in the storage cupboard in the Bowling Club

Secretary

- Prepare the Agenda and take the Minutes at monthly Committee meetings and all General meetings
- Distribute Agenda and Minutes to Committee members
- Distribute approved Minutes to website manager
- Become a signatory on the bank account
- Receive U3A national mailings and other related U3A correspondence.
- Share the above information with Committee members and relevant coordinators, and forward to the Website Manager as necessary
- Advise Website Manager of any changes to Committee
- Update Committee information to Third Age Trust

Treasurer

- Read and familiarise yourself with the U3A guidance documents on the role of Treasurer, together with those published by the Charity Commission and HMRC and ensure they are followed
- Act as a signatory on the bank account
- Manage the account spreadsheets for the U3A and for the Theatre and Travel group for presentation to the Committee at monthly meetings.
- Manage the receipts and payments from Committee members and coordinators
- Liaise with bank regarding changes to signatories, etc.
- Prepare the annual accounts for the independent examiner. Once examined submit to the Committee for approval before the AGM.
- Prepare a report for the AGM
- Submit Gift Aid claim to HMRC, submit Annual Return and prepare Annual Report for approval by the Committee before submission to the Charity Commission
- Advise the Charity Commission of any changes to Committee
- Maintain up to date information from paid tutors regarding insurance, self-employment, etc.

Membership Secretary

- Attend the monthly Committee meetings
- Update and maintain current records for all members
- Deal with membership enquiries via email, telephone and the website
- Distribute new membership cards annually
- Manage the distribution of Third Age Matters, together with the mailing of the Update magazine
- Liaise with the printers regarding the distribution of the Update magazine and any enclosures, plus printing of membership cards
- Distribute Membership list to Committee

Activities and Venues Organiser

- Attend the monthly Committee meetings
- Book venues for Committee meetings, Open meetings and new members' meeting
- Arrange the booking of all venues for groups, after liaising with Coordinators, and copy the information to the Treasurer for accounting purposes.
- Ensure all Coordinators are aware of the correct procedures to be followed and ensure compliance as detailed in the guidelines on the website
- Assist all Coordinators regarding class fee calculations. Total costs should be calculated regardless of holiday absences by members (or any other reason). New members joining mid-term to be charged pro rata and any adjustments can be carried forward to the next term
- Maintain a watching brief on all current groups and recommend the dividing of groups and setting up of new ones to accommodate new members
- Research new and alternative venues as and if required
- Ensure that the details of all groups on the website and in Update magazine are kept up to date

Social Events Organiser

- Attend the monthly Committee meetings
- Organise such events as may from time to time be agreed by the Committee
- For all agreed events, liaise with venue representative
- Prepare a notice for the website and Update magazine detailing menu and prices
- Sell tickets to the membership, usually via Theatre and Travel meetings or Open Meetings
- Confirm final numbers with venue and prepare payment details for the Treasurer

Speakers Organiser

- Attend the monthly Committee meetings
- Select and book speakers for the Open Meetings, ascertaining costs and exact equipment requirements
- Contact 4-6 weeks before the event for confirmation
- Contact 1 week before the event for final confirmation and venue information, etc
- Advise Update Editor and Website Manager of Open Meeting speakers and their subjects for the forthcoming term
- Prepare payment details for the Treasurer

Update Editor

- Attend the monthly Committee meetings
- Prepare the Update magazine three times a year, prior to the commencement of each term, working with Committee, Coordinators and members to obtain submissions
- Liaise with the printer regarding the production of the magazine, negotiating costs and submitting prices to the Committee for approval
- Prepare payment request for the Treasurer
- Liaise with the Website Manager to upload the magazine to the website
- Bring fresh ideas to the Committee, keeping the publication in line with technology advances

In addition to the above, all Committee members should attend and assist at the Open Meetings and the New Members' Meeting.

Specified details of the responsibilities for assisting at the AGM are as below.

All Committee Members are required to assist where necessary

Reference should be made to the standing orders for running the AGM, to be found under the Committee section of the website

Set date and venue	Committee decision
Book venue Arrange for all coordinators to attend with relevant badges/labels. Prepare seating plan	Activities & Venues Organiser
Book catering	Social Events Organiser
Prepare Notices of AGM Request nominations for vacancies Prepare agenda Prepare previous Minutes Take Minutes of AGM	Secretary
Prepare statement of accounts and deliver financial report	Treasurer
Conduct AGM Chairman's Report	Chairman
Membership renewals	Membership Secretary
Record all attendees to ensure quorum	T B A
People to direct members to various areas, e.g. Renewals, Coordinators, Refreshments	T B A