

# Towcester u3a

## Information for New Executive Committee Members

### 1. Before Joining the Committee

Before you agree to become a Towcester u3a Committee Member, here are a few things for you to consider.

#### 1.1. Constitution

If you have not already done so, familiarise yourself with the Towcester u3a web site: <https://www.towcesteru3a.co.uk/>

On this web site in the section “Documents” under the drop-down menu “About” there is a list of available documents. Of particular relevance is the Towcester u3a Constitution: <https://www.towcesteru3a.co.uk/wp-content/uploads/2021/06/Towcester-u3a-Constitution-2021-signed-.pdf>

Sections 8 to 11 of the constitution relate to the executive committee.

#### 1.2. Trusteeship

Of particular note is the statement in section 8i of the constitution that the executive committee is the governing body and the board of trustees. By joining the committee, you will become a trustee, and will be registered as such with the Charity Commission. The Charity Commission has issued a document entitled “The essential trustee: what you need to know, what you need to do” which is available here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/866947/CC3\\_feb20.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf)

This document outlines the duties and responsibilities of trustees. It should be noted that the Towcester u3a is an unincorporated members association, and as such, the trustees can be held personally liable in certain circumstances (see section 10 of the Charity Commission document). For this reason, the Towcester u3a has insurance to cover such and eventuality, as detailed in the two documents “Insurance Overview” and “Public Liability Insurance FAQ” on the Towcester u3a website:

[https://www.towcesteru3a.co.uk/wp-content/uploads/2017/09/insurance\\_overview.pdf](https://www.towcesteru3a.co.uk/wp-content/uploads/2017/09/insurance_overview.pdf)  
<https://www.towcesteru3a.co.uk/wp-content/uploads/2017/07/Public-and-Products-Liability-Insurance-FAQs.pdf>

## 2. After Joining the Committee

The committee consists of at least six, and not more than twelve members. The constitution requires the committee to meet at least four times each year, but in practice they generally meet once a month.

### 2.1. Officers

The committee includes several officers. The officers required by the constitution are the Chairman, one or two Vice Chairmen, the Treasurer, and the Secretary. Other officers may be appointed as seen fit by the committee. In some cases, one person fulfils the role of more than one officer. The current offices of the Towcester u3a are listed below, with a brief description of their responsibilities. Details of the current committee members and officers is available on the web site.

#### 2.1.1. Chairman

- Chair General meetings Annual and Special Meetings and Committee Meetings
- Liaise with minute's secretary to set and approve the agenda for committee meetings taking into account representations from members both within and outside the committee.
- Chair Monthly meetings including making announcements and introducing guest speakers
- Welcome speakers on arrival at the monthly meeting.
- Thank the speaker following their presentation.
- Deal with enquiries via post email and telephone
- Give Introductory talks at New Members meetings
- Chair the AGM
- Prepare and deliver the Trustees report for the AGM
- Liaise with the Third Age Trust Regional Office and Northants Network
- Prepare regular pieces for Focus Magazine and the Town Crier

#### 2.1.2. Vice Chairman

To be aware of all the requirements of the Chairs role in order to be able to deputise for him/her as required

- Authorising signatory for the bank account.
- Act as a sounding board for any decisions made.
- Proof read Bulletins and other documents.
- Backup Admin for the Membership database
- Assist at Monthly meetings with AV equipment setup and other requirements

#### 2.1.3. Treasurer

- Oversee/Manage
- Financial audits, records bank statements
- Income from subscriptions, groups monthly meetings etc
- Expenditure e.g. rents equipment speakers etc
- Liaise with membership secretary
- Prepare budgets for committee meetings year end accounts AGNs etc

Provide financial statements for committee meetings  
Provide financial statement for AGM  
Make post AGM amendments signatories etc

#### **2.1.4. Membership Secretary**

The Membership secretary is key to the success of the u3a as it involves managing the u3a database. The role requires a good working relationship with the Treasurer liaising regularly with them on financial matters. The role also involves working directly with people where required on a personal level.

- Key tasks:
    - Sign up new members and provide membership cards.
    - Prepare and organise annual membership renewals. Sending out reminders as required and also helping Group Leaders to identify lapsed members. Amend record of existing members details as advised by them
    - Maintain the Membership Database using the on-line Simple Membership System
    - Attend Monthly Meetings and be available to new members who may wish to join.
- When the Membership Secretary is unable to attend arranging for cover ~
- Collect, record and bank membership subscriptions for those members who prefer to pay manually.
  - Print Membership Cards
  - Produce Application forms for on line applications and for those members who do not use on-line applications.
  - Produce signing in lists for each Monthly Meeting and keep attendance list.
  - Provide membership statistics for the committee as required and email to members before committee meetings.
- Produces Third Age Matters (TAM) mailing list to u3a specifications and deal with TAM enquiries

#### **2.1.5. Business Secretary**

The role of the Business Secretary is to support the Chair by ensuring the smooth functioning of the committee

To deal with postal and electronic correspondence  
Receive and disseminate to Committee members any information from the Third Age Trust  
Ensure all licences are up to date.  
Attend committee meetings and the AGM  
Distribute minutes of meetings  
Maintain a file of agendas and minutes  
Maintain a file of important correspondence  
Manage bookings for Towcester u3a committee meetings

#### **2.1.6. New Members Contact**

- To contact new members to ensure they are having the best experience at Towcester u3a To identify their interests and advise on the opportunities available to them
- To follow up initial contacts to establish progress
- To encourage members to offer their help and skills or consider a Committee role (when available).

- To establish if members found to be in need of special support,
- To organise New Members meetings (3 per year) inviting committee member's new members and existing members who might want to refresh ide

#### **2.1.7. Speaker Seeker**

- To arrange a series of talks for 11 meetings each year
- To arrange details with each speaker such as date and equipment required
- To arrange and agree the fee and travel expenses and liaise with the treasurer regarding these fees
- To meet and greet the speaker at least half an hour before the meeting and ensure they have equipment required
- Possibly To introduce the speaker to members and offer a vote of thanks at the end
- If the speaker seeker cannot be present at the meeting to ensure a committee member ensures responsibility for the above

#### **2.1.8. Publicity Officer**

##### **Webmaster**

- Organise and maintain the website including SSL certification, webhosting, and domain name through our website company Wingnut Website's Ben Morrell
- Maintain content including changes and links to publications.
- Receive and respond to incoming messages
- Keep software updated.

##### **Facebook**

- Create Facebook pages as necessary
- Admin to our Main Facebook page, including reviewing (with others) new posts and reviewing comments.
- Admin to the Facebook photo-sharing page
- Updating message boards for monthly meetings.
- Provide help with any publicity aspects.
- Including website and Facebook

#### **2.1.9. Interest Groups Liaison Officer**

The purpose of the role is to promote the smooth-running of the existing Interest Groups of Towcester u3a and to assist in the development of new groups as interest is identified.

The main tasks are as follows:

- Maintain and update the list of groups and their coordinators, with the help of the person who does the typing and the web page manager
- To advise and support coordinators as necessary
- To hold any accident reports that are necessary
- To assist with risk assessments as necessary
- To assist in the identification of a new coordinator should one need/decide to resign

- To assist in the setting up of new interest groups by
  - Maintaining a list of those interested
  - Holding an initial meeting to identify a coordinator, agree a time and venue for the group and the manner in which it will run
- Arrange the Christmas lunch for the coordinators
- Report to the Committee as required on issues regarding the interest groups

#### **2.1.10. 2.1 12 Newsletter Editor**

During the month contact committee members, Group leaders and other members for information for the newsletter

Prepare newsletter for the end of the month

Liaise with chair regarding national, regional and network items

Organise with publicity officer distribution of newsletter

Liaise with membership secretary over newsletter to be printed and posted

## **3.Further information**

Further information can be found on the national u3a website:

<https://www.u3a.org.uk/>

There is an 'Advice and Guidance' section under the "Support for u3as" heading, but you will have to create an account in order to access it. Once having created an account you will find a range of documents covering most subjects in which you may be interested.