

U3a Committee Roles

BEACON ADMINISTRATOR ROLE

- To oversee the operation of the Beacon System. More specifically, the Beacon Admin:
- sets up System Users (mainly Group Leaders and committee members) and allocates their particular role(s) and permissions (accessibility to the membership database and Beacon functions);
- changes System settings when necessary;
- checks the audit log regularly and reacts to issues using the System (e.g. login failures);
- responds to email delivery failures;
- offers guidance and training to System Users and keeps them up to date with Beacon enhancements.

BUSINESS SECRETARY ROLE

- Maintain records for WVU3a with The Charity Commission
- Communicate with Third Age Trust and Regional u3a on behalf of the Committee and WVU3a
- Maintain the Asset Register for equipment owned by WVU3a
- Inform venue and confirm bookings ahead of Monthly WVU3a Meetings and Committee Meeting

CHAIR ROLE

- Overall responsibility for the smooth and effective running of the U3a by :-
- Setting the agenda for, and chairing, committee meetings.
- Hosting the monthly general meeting.
- Keeping abreast of regional and national activities.
- Liaising with and attending occasional network and regional meetings.
- Dealing with any ad hoc problems and issues that may arise.

COMMITTEE MEMBER ROLE

- To attend and contribute to committee meetings.
- To provide general assistance in the running of the U3a.

GROUP CO-ORDINATOR ROLE

- To facilitate the setting up of new interest groups through supporting and advising members and Group Leaders with main responsibilities being:
- Gathering input from members on suggestions for new interest groups.
- Helping to publicise new groups via email, monthly meetings etc.
- Helping set up new groups.
- Supporting new groups and offering ongoing support for Group Leaders.

MEMBERSHIP SECRETARY ROLE

- Answer email enquiries from the general public about joining our u3a.
- For monthly meetings download and take a list of all members for use as a register. Collect forms and fees from any new members and explain how our u3a works. Input new members' details onto Beacon and issue an E membership card to them.
- At renewal time collect cash and cheques from members not wanting to use bacs. Issue new E cards to all members as they renew. Update Beacon records of renewals and remove those leaving.
- Update Beacon records for any changes of address etc.

SPEAKER SECRETARY ROLE

- Email a request to potential speaker for each WVU3a monthly meeting (sourced from a list provided by Regional u3a, recommendation or direct email from interested speaker).
- Complete WVU3a spread sheet each month to give Committee members (specifically Treasurer, PR and Web Administrator) details of the talk
- Send follow up email to speaker 1-2 weeks before meeting to check if they require further information

TREASURER ROLE

- To manage the u3a finances via the online Beacon system. More specifically, the Treasurer (in conjunction with the Assistant Treasurer):
- collects, records and banks money received from members (e.g. membership fees, Group subscriptions) and donors (e.g. HMRC);
- arranges payment for invoices (e.g. venue hire, Beacon licence) and expenses claims;
- produces monthly and annual reports, which have been reconciled with the bank account;
- monitors the bank account and controls who can be signatories and/or debit card holders;
- advises the committee and relevant Group Leaders on financial matters.

PUBLIC RELATIONS OFFICER ROLE

- the PR Officer's role is to promote Washington Village u3a internally (members) and externally (public) to update them on WVU3a activities, events and news in line with u3a brand guidelines including:
- Supporting group leaders with promotional activity (eg creating leaflets, posters, etc.)
- Using social media to promote WVU3a using PR photo library
- Organizing PR events and carrying out surveys
- Liaising with local partners to promote WVU3a (eg Sunderland Council, What's on in Washington, etc.)
- Liaising with and passing on information to/from regional and national PR officers

VICE CHAIR ROLE

- Uphold the constitution of the relevant u3a
- Be aware of the common responsibilities of all trustees (committee members)
- Deputise for the Chair in his/her absence
- Assist the Chair in organising special events

WEB ADMINISTRATOR ROLE

- The Web Administrator is responsible for maintaining the website (which is built on a u3a version of WordPress). More specifically it involves:
- Keeping notices and events up-to-date and liaising with Committee members and Group Leaders to ensure that it is relevant and current.
- Providing access and editing rights to the website for those who require them.
- Providing training or assistance to website users (authors) as needed
- Being the point of contact for SiteWorks (the u3a volunteers who provide WordPress websites to u3as).