



WOLDS U3A ROLES AND RESPONSIBILITIES

GROUPS' CO-ORDINATOR / GROUPS' LIAISON

1. Canvassing for new Group Leaders.
2. Co-ordinating support for new Interest Groups or Groups that may be experiencing difficulties.
3. Facilitating the pooling of ideas between Group Leaders.
4. Organising Group Leader meetings to enable intercommunication, social and other purposes, e.g. discussing new initiatives.
5. Supporting Group Leaders generally and devising ways for the Wolds U3A to show its appreciation of these.
6. Liaise with the Wolds U3A Committee on all aspects of Interest Groups.

MEMBERSHIP SECRETARY

1. Maintain Membership Database.
2. Maintain Magazine Database and Submit 3 or 4 Returns Annually.
3. Produce Application Forms – New and Renewal.
4. Post Renewal Forms to Members by 1st March annually.
5. Produce Membership Cards
6. Maintain Labels Database
7. Maintain Email Database
8. Send Annual Members Form to Group Leaders in September annually to check Membership.
9. New Members – Issue, Receipt, Membership Card, Welcome Booklet, Current Newsletter
10. Process all Receipts for Banking and inform Treasurer.

SECRETARY

1. Receive and deal with all correspondence
 - a. Information from Group Leaders, Members, U3A Trust, Yorkshire Region, Sundry
 - b. Put any relevant correspondence, information, latest newsletter on Notice board at Community Centre.
2. Pass all relevant information to Minute Secretary Agenda - When receive Minutes, act on any decisions taken.
Newsletter – send all relevant information for inclusion.
3. Maintain relevant records and correspondence.
4. Maintain U3A Trust / Yorkshire Region records.
5. Maintain U3A Blue Book, Including updates sent from U3A Trust, i.e. Insurances, Licences, etc.
6. Produce AGM paperwork ready to be sent out with April Newsletter, via post or email.
7. Update U3A Trust/Yorkshire Region with any changes to Wolds U3A Officers.
8. Upcoming Events / Open Days
9. Obtain Grants from U3A Trust, follow up with a Report.
10. Keep and maintain Accident Book
11. Book rooms for Committee Meetings and Monthly Meetings.

SPEAKER FINDER

1. To book Speakers/Talks for Monthly Meetings and note their requirements for any equipment.
2. Notify the Webmaster of bookings for inclusion in the Newsletter.
3. Liaise with the Speakers prior to the Meetings.
4. Welcome Speakers on the day and help them set up equipment, if required.
5. Reports of Meetings to be sent to the Webmaster for possible inclusion in the Newsletter.

MINUTES SECRETARY

1. To draw up the agenda for each Committee meeting.
 2. To take the minutes of the Committee meetings and the AGM. and to make any alterations necessary.
 3. To forward these to the Chairman for checking.
 4. To distribute the committee and AGM minutes to committee members.
 5. To ensure AGM minutes of the previous year are available to those attending the AGM. .
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TREASURER

1. To organise the opening and operation of a bank account or bank accounts in accordance with the wishes of the Committee.
 2. To make a recommendation on cheque signatories for Committee approval.
 3. To ensure that strong financial management procedures and internal controls are in place.
 4. To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the Regulatory Authorities.
 5. To report to the Committee on finance at each meeting.
 6. To prepare the Statement of Accounts for examination and presentation to the Annual General Meeting.
 7. To prepare a Budget annually.
 8. To recommend the level of Subscription to be paid by the Members.
 9. To pay approved Invoices.
 10. To pay agreed Expenses (it may be necessary to devise an appropriate claim form).
 11. To keep all Receipts.
 12. To recommend an appropriate level of Reserves.
 13. To set out and agree policies for reimbursement of Expenses, Petty Cash Floats, etc.
 14. Magazine Database.
To be 2nd Authorised Signatory (1st Authorised Signatory, Membership Secretary)
Submit Annual Return,
Action any payments or credits.
 15. Liaise with the Group Leaders about group finance. .
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PUBLICITY OFFICER

1. To identify opportunities to promote the Wolds U3A – Its aims and objectives.
2. To raise awareness of the activities available within the Wolds U3A and totake action to promote and capitalise on these.
3. To utilise appropriate media coverage in achieving Items 1 and 2 above.

NOTES:

- a) Should any of the above relate to any specific Interest Group, the approval of the Interest Group should be obtained before taking any action.
 - b) It may also be necessary to gain Committee approval for some proposed action.
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NEWSLETTER EDITOR

1. Collecting material from U3A Trust, YAHR, Wolds U3A, Group Leaders and Members, plus any information for events around our area for inclusion in the Bi-Monthly Newsletter.
 2. Editing, rearranging and laying out the newsletter in MS Publisher.
Have the finished newsletter printed at the Printers. (Alma Printers Driffield)
Convert the Publisher file into PDF format for Website, Emails and online use.
 3. Distribute newsletter in various places in town eg: Library and The Bell Hotel. Put newsletter on notice board in the Community Centre, the extra printed copies distributed to Committee Members, eg: Members Secretary and Chairman for distribution to new members.
 4. Print address labels and put printed newsletter into the envelopes, stamp and post to members. Send PDF format of newsletter by email to members and send PDF copy of newsletter to Webmaster to put on the group website.
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WEBMASTER

1. Maintaining the Wolds U3A website. This involves updating the website with current information about general meetings, contact details and news about groups, group leaders and group meetings, placing copies of newsletter & Committee meetings on website.
2. Encouraging members' contributions to the website.
3. Responding to enquiries for information about the Wolds U3A from website form