

## Overview of Woodhall Spa U3A Committee Roles

<b>Chair</b>
<ul style="list-style-type: none"><li>• To provide inclusive and democratic leadership of the board of Trustees (the committee).</li><li>• To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of the U3A.</li><li>• To ensure the U3A applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the constitution) and complies with charity law and other relevant legislation.</li><li>• To ensure the U3A upholds the guiding principles.</li><li>• To oversee adherence to the terms and conditions of affiliation to the Third Age Trust.</li><li>• To ensure the effective and efficient administration of the U3A.</li><li>• To safeguard the good name and values of the U3A organisation</li></ul>
<b>Treasurer</b>
<ul style="list-style-type: none"><li>• To oversee the finances of Woodhall Spa U3A in line with good practice and in accordance with the U3A's constitution, charity legislation, guidance from U3A National Office and the wishes of the committee.</li><li>• To take day to day responsibility for the U3A's finances.</li><li>• To provide regular reports to the committee on the financial position of the U3A.</li><li>• To ensure the financial resources meet the present and future needs of the U3A.</li><li>• To ensure effective measures, controls and procedures are put in place which are appropriate to the U3A and will safeguard assets and ensure financial security.</li><li>• To be instrumental in the development and implementation of appropriate financial, reserves and investment policies in line with the charitable objects/purposes of the U3A</li></ul>
<b>Secretary</b>
<ul style="list-style-type: none"><li>• To support the Chair in ensuring the smooth running of the board of Trustees (the committee).</li><li>• To take overall responsibility for the day to day administration of the U3A.</li><li>• To deal with all correspondence and the circulation of information.</li><li>• To ensure meetings are effectively organised and minuted.</li><li>• To maintain effective records.</li><li>• To act as an information and reference point for all members of the committee.</li></ul>
<b>Membership Secretary</b>
<ul style="list-style-type: none"><li>• To provide information to prospective members.</li><li>• To be responsible for the paperwork, finance and administration pertaining to U3A membership.</li><li>• To maintain accurate membership records in the desired format.</li><li>• To control membership numbers as agreed by committee</li><li>• To provide membership statistics to committee</li></ul>
<b>Group Co-ordinator</b>
<ul style="list-style-type: none"><li>• To facilitate the setting up of new interest groups.</li><li>• To support and advise the Group Leaders.</li><li>• To ensure good communication between the Group Leaders, the group members, the Committee and the U3A as a whole</li></ul>

**Communications Officer**

- To organise, produce and distribute the monthly Newsletter to members to keep them updated on activities and communication
- To email separate communications to members as required
- To keep the local media aware of the group's activities and achievements.

**Programme Secretary**

- to organise a list of richly-varied and entertaining speakers for the members' monthly meetings throughout the year
- to ensure all goes smoothly on the day of the talk

**Minutes Secretary & Website**

- to record accurate minutes of all Committee meetings and General Meetings
- to maintain and update Woodhall Spa U3A website

**Outings Group Co-ordinator**

- to organise and financially manage a varied selection of self-financing outings for the members of Woodhall Spa U3A

**Asset Manager**

- to maintain the assets of Woodhall Spa U3A ensuring they are safe and available for members' use when required