

## Committee Roles

### Chair

#### Role - summary of key responsibilities

- To provide inclusive and democratic leadership of the HWu3a trustees (the committee)
- To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of HWu3a
- To ensure HWu3a abides by its governing document (the constitution)
- To ensure HWu3a upholds the guiding principles
- To ensure the effective and efficient administration of HWu3a
- To ensure good communication with its members at all times
- To take a lead on networking with the county, East Midlands Region and TAT

To safeguard the good name and values of HWu3a and the u3a movement

### Vice Chair

#### Role - summary of key responsibilities

- To deputise for the chair in his/her absence
- To report to the chair the result of any proceedings or events
- **In the absence of the Chair:**
- To ensure the committee fulfils its responsibilities for the overall governance, strategic direction, financial stability, administration and sustainability of HWu3a
- To ensure HWu3a abides by its governing document (the constitution)
- To ensure HWu3a upholds the guiding principles
- To ensure the effective and efficient administration of HWu3a
- To ensure good communication with its members at all times

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## **Minutes Secretary**

### **Role - summary of key responsibilities**

- To support the chair in ensuring the smooth running of the HWu3a committee of trustees
- To ensure that an effective and complete agenda is created for the committee meetings of the trustees
- To ensure meetings are effectively organised and minuted
- To maintain effective records

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## **Business Secretary**

### **Role - summary of key responsibilities**

- To take overall responsibility for the day-to-day administration of the u3a  
To deal with all correspondence and the circulation of information
- To act as an information and reference point for all committee members
- To maintain effective records
- To support the in ensuring the smooth running of the HWu3a committee of trustees
- To support the Minutes Secretary in ensuring the smooth running of the HWu3a committee of trustees

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## **Treasurer**

### **Role - summary of key responsibilities**

- To take responsibilities for HWu3a's finances
- To make payments in accordance with the payment procedure system
- To ensure the records of monies collected by the premises officer and membership secretary match to bank receipts on the bank statements
- To record all financial transactions in a manner that enables easy reference to supporting documentation and to amounts on the bank statements
- To reconcile the bank statement and financial ledger on a regular basis
- To maintain a "fixed assets" (equipment) register
- To prepare financial statements as required
- To prepare the year end accounts with supporting documentation for audit purposes

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## **Marketing and Publicity Officer**

### **Role - summary of key responsibilities**

- To be responsible for handling all aspects of planned marketing and publicity campaigns and PR activities
- Planning and organising an integrated digital marketing campaign and promotional events
- Writing and producing presentations and press releases
- Dealing with enquiries from the public, the press and related organisations
- Attending Promotional Events and speaking publicly at interviews, press conferences and presentations as required
- To optimise the use of the website and develop a content strategy
- To establish a media strategy utilising social media: Facebook, Instagram and YouTube effectively
- To ensure effective use and relevant content in newsletters and publications

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## **Groups Facilitator**

### **Role - summary of key responsibilities**

- To fully support and advise group Coordinators including training via workshops and group or individual sessions as appropriate
- To ensure that all group Coordinators are aware of HWu3a policies and objectives via the Group Coordinators Handbook
- To ensure that the Group Coordinators Handbook is regularly reviewed and updated
- To ensure good communication between group leaders, group members, the committee and HWu3a as a whole
- To support the New Groups Facilitator in the creation of new interest groups and to arrange advertising of these on all media /meeting outlets

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## **Membership Secretary**

### **Role - summary of key responsibilities**

- To maintain accurate membership records in the desired format in line with Data Protection requirements
- To be responsible for all the paperwork and administration relating to membership of HWu3a
- To provide full information to prospective members
- To liaise with the treasurer on all financial aspects of subscriptions

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**Premises Co-ordinator**

**Role - summary of key responsibilities**

- To liaise with group leaders and group enabler on all aspects of room lettings, equipment storage and booking details
- To liaise with group risk assessment coordinator regarding all aspects of venue's risk, safety and responsible key holders
- To ensure all venues are safe and accessible
- To notify the relevant venue regarding dates and requirements for the HWu3a meetings
- To ensure that all invoices received from venues and payments from groups are correct before passing on to the treasurer
- To maintain accurate records of all transactions
- To negotiate rent reviews with venues, advising group leaders and treasurer of any changes

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## Support Roles

### New Groups Facilitator

#### Role - summary of key responsibilities

- With the Support of the Groups Facilitator to promote the creation of new interest groups and to arrange advertising of these on all media /meeting outlets
- To fully support and advise new group coordinators including training via workshops and group or individual sessions as appropriate
- To ensure that all new group Coordinators are aware of HWu3a policies and objectives via the Group Leaders Handbook
- To assist the Group Facilitators in ensuring good communication between group Coordinators, group members, the committee and HWu3a as a whole

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### Speaker Secretary

#### Role - summary of key responsibilities

- To arrange speakers for the general meetings and prepare an annual Speakers Programme
- To coordinate all presentation requirements the speaker may have and to advise the relevant officers
- To welcome the speaker on arrival

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## **Monthly Meeting and Stars Secretary**

### **Role - summary of key responsibilities**

- To organise the two meetings per month on the second and fourth Mondays at the Methodist Church, including, with the Groups Facilitator, the seating arrangements
- Ensure that there are sufficient “STARS” present at each meeting in order to “meet and greet”, prepare and sell coffee and tea/biscuits and record the numbers of members attending
- Ensure that there are adequate stocks of milk, coffee, tea, sweeteners/sugar and biscuits available to each meeting

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## **Marketing and Publicity Specialist**

### **Role - summary of key responsibilities**

- Supporting the Marketing and Publicity Officer in the creation and handling of all aspects of planned publicity campaigns and PR activities including the planning of integrated digital marketing campaigns
- To help optimise the use of the website and develop a content strategy
- To utilise social media: Facebook, Instagram and YouTube effectively
- To assist in establishing and agreeing a media strategy including effective use and relevant content in the magazine and other publications
- Assist in planning, organising and attending promotional events and in the writing and producing presentations and press releases
- Dealing with enquiries from the public, the press and related organisations
- Speaking publicly at interviews, press conferences and presentations as required

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