



## TETBURY & DISTRICT COMMITTEE ROLES

### **Chair**

The role of the chair is to provide leadership of the Tetbury and District U3A, through ensuring that the committee fulfils its statutory and financial responsibilities and acts in accordance with the guiding principles of the U3A and the constitution.

This will include chairing meetings, liaison with National Officers and support for committee members.

### **Vice Chair**

To support the Chair in any way needed and to deputise for the Chair at meetings in its absence.

### **Treasurer**

The treasurer helps trustees carry out their financial responsibilities by:

- day to day financial duties, including budgeting and presenting monthly financial reports enabling the committee to understand the charity's financial position
- making payments as authorized by the committee
- preparation of annual accounts, liaison with the Charity's bank and HMRC

### **Business Secretary**

Liaise with the Chair to organise committee meetings and AGM.

Maintain meeting decision records including constitution, policies, procedures and liaise with national office and trustees.

### **Groups Coordinator**

Groups coordinator is a first point of contact to all group leaders. Liaises with the group leaders for support and to assist as necessary; starting a new group, putting new members in touch with a group of interest, guidance on running a group, assistance with venue, regular information to group leaders, etc.

### **Membership Secretary**

Design and distribute application/renewal forms, collate members' details onto Beacon and create membership cards. Pass subscriptions to treasurer and answer membership calls and email enquiries.

### **Minutes Secretary**

Record minutes of committee and AGM meetings. Summarise decisions taken after AOB and distribute draft minutes to committee for review.

### **Newsletter Editor**

The Newsletter Editor will produce a regular newsletter to a schedule to be agreed with the committee to go out to all members via Beacon.

The Editor will publicise talks and articles of interest to U3A members. The Editor will ask for interesting and succinct contributions from group leaders and publish groups' future activities.

### **Speakers Secretary**

To source, book, arrange and liaise with monthly speakers. Oversee arrangements for monthly meetings, make introductions and thanks.

### **Webmaster**

Provide technical support and training to committee approved users and liaise with the Beacon development team.

Design, implement and maintain a publicly available Website to meet committee approved requirements and liaise with the 3<sup>rd</sup> party hosting company and domain registrar.

### **Publicity Secretary**

Design, print and distribute posters and flyers, in good time, to promote monthly speakers' meetings. Distribute posters and flyers in Tetbury and surrounding villages. Liaise with speaker's secretary to write and submit editorial to the Tetbury Advertiser and other local papers.