

## **CLITHEROE u3a Committee Role Descriptions. 2016**

### **Chairman**

The Chairman provides leadership and ensures that the charitable objectives and guiding principles of the U3A are maintained.

Key tasks include Chairing Committee Meetings and the AGM and hosting the General Meetings. The Chairman also represents Clitheroe U3A at Local/Regional and National Events as required. An important role is to listen to members and respond to concerns and suggestions.

### **Vice-Chairman**

The Vice Chairman is there primarily to provide support and backup to the Chairman at all times and to deputise for the Chairman when required.

General responsibilities include organising volunteers, keeping updated Meet and Greet Teams, Reception Teams and the Refreshment Team Rota, always liaising with the Newsletter Editor and organising the refreshments for the monthly coffee mornings.

### **Treasurer**

The Treasurer:

- Receives and banks all income including Membership and Group Activities.
- Is responsible for the payment of bills through a Cheque Book account, including fees to The Third Age Trust, equipment purchase and Group Activities.
- Reconciles income and expenditure with bank account statements and reports to the Committee on the state of U3A finances.

### **Secretary**

The Secretary is the person most involved in the practical organisation of the U3A. The Chairman and Secretary need to work closely together to ensure that correct procedures and effective communication are in place.

### **Groups Co-ordinator**

The Groups' Co-ordinator has two main roles.

- Advising and helping new interest groups to set up.
- Assisting the smooth running of existing groups.

Responsibilities include:

- Keeping the Group Conveners' Handbook up-to-date.
- Maintaining accurate records of: contact details, meeting times of groups & availability of meeting rooms.
- Upholding the U3A ethos of collaborative learning.

A key part of the role is acting as a channel of communication between Group Conveners and the Committee.

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### **Group Convenor**

The Group Convenor takes a leading role in co-ordinating the activities of an Interest Group and is the link with the Groups' Co-ordinator. A key responsibility is encouraging members to plan and lead activities that help the Interest Group to be lively and dynamic.

### **Membership Secretary**

The Membership Secretary ensures that accurate and up to date records of membership are kept. This role can be shared and requires the holder(s) to be computer literate and to be able to be present at Monthly Meetings.

### **Programme (Speaker) Secretary**

The Programme or Speaker Secretary ensures that there is a variety of speakers at Monthly Meetings and actively seeks potential speakers through networks with other U3As and appropriate organisations.

### **Newsletter Editor**

The Newsletter Editor ensures that the membership is kept updated with local and national news. The monthly newsletter is a vital source of information to all members and is a way of publicizing the work of U3A to the local community and to local U3As.

### **ICT Co-ordinator**

The ICT Co-ordinator oversees all (technical) equipment used for learning both at the monthly General Meeting and within the groups. A team is being developed to share these responsibilities. To ensure that General Meetings run smoothly, the sound system and projection equipment are set up before meetings and packed away afterwards. Group Convenors are supported in the provision and effective use of equipment, which has been provided in agreement with the committee. Training is available on request.

### **Publicity Officer**

The Publicity Officer helps to raise the profile of the U3A and ensures that information is widely available so that people are aware of the positive benefits of the U3A and how they can become a member.

Key tasks include establishing local contacts for the dissemination of information, submitting brief reports to the Clitheroe Advertiser and Times and liaising with the Webmaster, Programme Secretary and Newsletter Editor to publicise events.

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### **Refreshment Co-ordinator**

The Refreshment Co-ordinator oversees the serving of refreshments at all the monthly meetings

### **Special Events Sub-Committee**

The Special Events sub-committee arranges Events as agreed by the Committee including an annual Christmas Lunch and Summer Event and is involved with identifying appropriate venues and entertainment.

### **Webmaster**

The Webmaster controls the web content and is responsible for maintaining and developing the website and keeping it up to date. The website is a vital source of information to members and the wider community.

Full Role Descriptions are available on request from The Secretary.