

# FUNCTIONS OF TEESDALE u3a COMMITTEE MEMBERS

## **Chairperson:**

### *Main Tasks:*

- To lead Teesdale u3a and the Committee in a proactive manner and with regards to the objectives laid down in the constitution
- To chair Committee and General Meetings
- Along with the Minutes Secretary, to decide on an agenda for Committee Meetings and be well informed on all the issues to be discussed, their relative importance and where decisions are needed
- To chair the AGM until such time as a new chairperson is elected.

### *Committee Meetings:*

- To maintain the charitable objectives/purposes of the u3a
- To preserve order at meetings
- To ensure correct procedures are followed
- To guide discussion in a positive manner, while assuming a neutral role
- To allow different points to be expressed
- To encourage participation from all members in discussion and decision-making
- To avoid being side-tracked.
- To remain calm when strong feelings are expressed
- To draw discussions to a conclusion and to summarise fairly the arguments “for and against” an issue
- To ensure that decisions are followed through, often in conjunction with the Secretary.

### *General Meetings:*

- To chair the monthly general meeting and introduce the speaker. No specific agenda or minutes are required.

### *Other:*

- To provide a monthly Chairperson’s letter for the Forum
- To sign the minutes of Committee and General Meetings and the Annual Accounts as a correct record on behalf of those approving the minutes
- To write an annual report for the Charity Commission for presentation for approval by the other trustees, ie the Committee
- To forward circulars received as Chairperson to those u3a members who have signed up to receive them
- To forward other correspondence received to the business secretary or other officer(s) as appropriate
- To act as Master of Ceremonies at the Christmas Dinner

- To oversee and operate the Dropbox account associated with the Chairperson's e-mail address which contains the electronic archive for the Teesdale u3a.

### **Deputy Chairperson:**

- To deputise for the Chairperson at main meetings or committee meetings whenever the Chairperson cannot be present
- To assist the chairperson by being available for contact on u3a matters by external agencies and individuals
- To be available for contact by members as an alternative to the Chairperson in his/her absence or simply in support of the Chairperson
- To work alongside the Chairperson to ensure continuity in the event of any unavailability on the part of the Chairperson
- To chair the Teesdale u3a Publicity Group
- To assist the Committee in a wide range of 'without portfolio' matters.

### **Treasurer:**

#### *General Activities:*

- To be responsible for receiving and banking monies generated by the general activities of the Teesdale u3a (other than membership subscriptions – see Membership Secretary below) and for paying legitimate expenses, using the main bank account. Clear and accurate records must be kept.

#### *Special Interest Groups:*

- To receive money and pay expenses for some of the special interest groups of the Teesdale u3a
- To keep records clearly identifying the funds which belong to individual groups
- To ensure that group convenors do not hold more than £50 in cash
- To authorise convenors where agreed by the Committee to receive money for individual meetings and to use that money to pay for room hire for the meeting
- To receive annual accounts from convenors, and then to draw up an account of the total income of all groups in accordance with the requirements of the Charity Commission.

#### *Debit Card:*

Note: The Teesdale u3a should only operate, if required, a pre-paid debit card since a normal debit card on the account cannot meet the requirement for dual authorisation.

- To hold the card at all times other than as noted below
- To oversee the use of this card by Convenors or Committee members who need to make payments over the phone where there is no alternative. (eg theatre tickets).
- To ensure that it is not used for non-essential payments (such as coaches or teas).

- To see that those who receive the card details sign a protocol as authorised by the Committee; also to maintain a list of those members who have access to the card details
- To make sure that any use of the card is agreed in advance and that the Treasurer is notified any time the card is used
- To make sure that the card is renewed when it expires and that information concerning the new card is only shared when necessary and subject to the points above.

*Reporting:*

- To provide a report of monthly income and expenditure at the monthly Committee Meetings
- To draw up and present to the Committee Annual Accounts at the end of each financial year (currently running from 1 March to 28 February)
- To present the Annual Accounts to the Examiner agreed at the previous Annual General Meeting.

*Budget:*

- To present a draft budget for the following year to the Committee at each January's Committee Meeting
- Following discussion to finalise this budget to be presented for acceptance by the Committee at the February Committee Meeting

*Signatories:*

- To maintain a register of signatories (usually 4) for the above bank accounts
- To authorise the Treasurer to sign cheques for payment of expenditure up to £100
- To make sure that any cheques for expenditure over £100 or on-line bank payments are signed/authorised by 2 signatories.

*Gift Aid:*

- To be the authorised person registered with HMRC for the Teesdale u3a charity
- To ensure that the authorised person is updated when the Treasurer changes
- To prepare and present a Gift Aid claim to HMRC when required by the Committee.

**Membership Secretary:**

- To keep the Beacon register of members up to date and accurate (changes of address, email etc.; details of lapsed, resigned and deceased members)
- To file paper forms pending move to online record keeping
- To remind all members when subs are due
- To remind non-payers that subs are due/overdue
- To process all membership applications and renewals

- To bank monies for subscriptions using the Barclays membership account via BACS or specific paying-in slips so that transactions can be easily identified on the main bank statements
- To copy these forms for the Treasurer
- To send details of members to TAT when requested for direct mail etc.
- To keep members informed of activities, requests etc when necessary by email or phone.
- To check application forms and info in Library and keep up to date
- To record attendances at General meetings on appropriate form and keep a running account of these and overall membership numbers
- To keep committee informed of new members and lapsed/resigned/deceased members
- To invite all new members to a meeting when agreed in committee.

### **Business Secretary:**

- To keep the Chairperson well informed because correspondence is often addressed to the Secretary
- To construct the AGM agenda
- To send out the AGM agenda with relevant discussion papers in good time as per the Constitution
- To arrange venues for Committee and Monthly meetings
- To produce a Business report for committee meetings.
- To convey decisions taken, to the people who may be required to take action
- To take action as required following the meeting
- To deal with correspondence following discussion with the Chairperson
- To maintain full and accurate files including minutes
- To be the point of contact and reference between meetings
- To be the link with the National Office and to ensure that mailings are relayed to the committee and passed on to the membership if needed
- To promote the u3a ethos
- To inform National Office & Region of officers' appointments
- To keep the Asset Register up to date
- To keep the PAT register up to date
- To keep the Policy File up to date
- To keep licences & insurance documents up to date.

### **Speaker Finder:**

- To provide a programme of speakers for the Main Meeting that will offer a wide variety of subject and interest appropriate to the learning ethos of the u3a
- To submit a schedule of speakers to the monthly u3a committee meeting, giving details of any fees or expenses
- To prepare contingency arrangements in the case of the sudden withdrawal of a speaker
- To submit a brief summary of the speaker's topic to the Chairperson, the Forum editor and the person providing any advertising material before the monthly meeting.

### **Web Secretary**

- A member of the committee and a Trustee of Teesdale u3a

#### *Role:*

- Maintain the web site for Teesdale u3a:
  - The domain name – teesdaleu3a.org.uk - is held in the name of Mike Sweeting, 19 Old School Close, Barnard Castle, DL12 8PS.
  - The site is hosted with TSO Host ([www.tsohost.com](http://www.tsohost.com)).
  - Access to the Control Panel (<https://sxb1plzcpnl487833.prod.sxb1.secureserver.net:2083/logout/?locale=en>).
  - User name - pb5iuk8271s5
  - Password - changes from time to time
  - The site was reconstructed in Wordpress in 2018
  - The template used is Hueman with amendments implemented through the creation of a child theme - Teesdale
  - Access to the full Wordpress Dashboard requires a user name and password at Administrator level.
- Update and add new material to the web site:
  - Administrator level access is required, i.e., Web Secretary and assistant.
- Set and oversee matters of Web Policy:
  - Encourage the convenors to make available, on the web site, all information relevant to the members
  - Ensure all emails and other communications from contributors to the web site are acknowledged
  - Encourage timely updates for the web site from all contributors.
- Establish adequate Web Security:
  - Take all reasonable steps to ensure the web site remains secure. This might include:
    - Installation of adequate security software on members' personal computers
    - Using robust user names and passwords for access to the site for maintenance
    - Monitoring of activity on the web site and acting to deal with events that may put the site at risk.

- Monitor the Personal information held on the site to ensure it does not exceed that required for members to be able to maintain reasonable contact with the Convenors and members of the Committee.
- Obtain specific permission from individuals where their personal information is to be used in the web site.

**Beacon Administrator:** The System Administrator controls access to the Beacon management system.

There are four principal areas of responsibility (the 4Gs):

- *Guardian:* the System Administrator has a duty to keep the data held on Beacon secure and to make other system users aware of expected good practice. This will necessitate review of the Audit Log from time to time and making occasional backups. The System Administrator will also act as the point of contact for Beacon Team and Beacon Regional Support Team. He is responsible for ensuring that the Teesdaleu3a Beacon service is operated in accordance with the Beacon Terms and Conditions.
- *Gatekeeper:* the System Administrator controls system user access to Beacon by adding and disabling system user accounts, setting temporary passwords for new (or forgetful) users and assigning roles and access privileges of each system user i.e. what they can view, create, change, delete and download. In addition the System Administrator can help establish wider access to Beacon through the Members Portal, Groups list and Calendar.
- *Guide:* the System Administrator shall ensure system users are aware of best practice through working with others to provide formal and ad hoc training and advice. The System Administrator is expected to keep up to date through active involvement in the Beacon Forum and attendance at the Beacon Conference.
- *Guru:* the System Administrator is the one person with access to all areas of Beacon - it is helpful to be a confident user of information technology with the ability to remain calm and help trouble shoot when problems arise. Previous experience with databases and a good working knowledge of Excel are desirable although not essential.

**Groups Coordinator:**

- To act as a link between established groups and the Committee.
- To support and advise these groups as necessary
- To arrange signing up sheets at monthly meetings for suggestions for new Groups
- To arrange signing up sheets for groups thus suggested
- To create timetables showing when groups meet

- To facilitate initial meetings of new groups and offer advice and support
- To inform groups of equipment available for loan
- To arrange periodic meetings of co-ordinators
- To compile a list of all conveners, their contact details and details of when and where the group meets and associated costs
- To use Beacon to store details of the above.

### **Minutes(s) Secretary:**

- To take minutes and send out for agreement/comment soon after meeting, then send amended version before next meeting
- To draw up agenda – with the Chairperson – and distribute for any additions. To send to Committee prior to meeting
- To keep files of minutes, both electronic and paper archive copies where appropriate.

### **Forum Editor:**

#### *Primary responsibilities:*

- To create two versions monthly (except in December) of the Forum, one for the web site, one for hard copy, within the deadline
- To enlist the help of a proof reader
- To arrange for the printing of the hard copies
- To organise distribution of hard copies via the monthly meeting, and through keeping the library folder and other venues as appropriate supplied
- To invoice advertisers
- To forward invoices for costs to Treasurer.

#### *Secondary Responsibilities:*

- To keep lines of communication open to contributors to enable them to send in reports etc
- To acknowledge receipt of reports
- To chase up contributions
- To edit contributions where necessary
- To actively encourage the membership to contribute items of interest
- To be open to feedback and new ideas
- To supplement, where appropriate, items in the Forum with the Editor's own contributions.

### **Regional Representative:**

- Attend Quarterly Northumbria Region Meetings, (for which expenses can be claimed for from Teesdale u3a by prior agreement of the committee)

- Speak at the Regional meeting on behalf of Teesdale u3a
- Report back to the Teesdale u3a committee about the meeting and regional events etc..

### **Committee Member:**

Role of Committee members can be checked out in the Committee Reference File :  
*CRF Committee Responsibilities : Committees & Procedures, Functions*

[Responsibilities as a Trustee can be checked out in :-  
*The Essential Trustee CC3 July 2015 (England & Wales).]*

- To promote the u3a ethos as detailed in the Principles of the u3a Movement :-  
CRF The u3a Movement : Principles of the u3a Movement
- To get to know the members, especially those who contribute; to cultivate them and encourage others to be involved
- To be prepared to assist / stand in if a committee member is ill or needs help
- To welcome new members at meetings and introduce them to an appropriate person who will talk to them about specific details of u3a activities
- To be available for people to approach by ensuring they know one is a Committee member; to pass on their comments to other members of the committee when appropriate
- To be prepared to help with organising and / or participating in events – or to organise one or more.

### **Policy review date:**

- November 2024