

Berwick upon Tweed U3A Committee Roles and Responsibilities

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Berwick upon Tweed U3A committee – roles and responsibilities

Our committee has three OFFICER members and NON-OFFICER members.

The officers are:

- The Chairman
- The Business Secretary
- The Treasurer

The current non officer members are:

- Vice Chair
- Groups Coordinator
- Membership Secretary
- Tech Coordinator
- Minutes Secretary
- Beacon Administrator

Non-committee roles:

- Newsletter editor
- Webmaster
- Publicity Officer including Social Media
- Speakers' Coordinator

The committee may also co-opt other members and set up sub-committees as necessary.

General Rules for all Committee members.

- Be aware of and follow the aims and principles of the Third Age Trust.
- To safeguard the good name and values of Berwick upon Tweed U3A
- To be aware of and to follow health and safety good practices
- To ensure that Berwick upon Tweed U3A complies with its Constitution, Charity Law and any other relevant legislation or regulations.
- To note that all Committee Members are Trustees, and are aware of the Charity Commission's "Roles and Responsibilities of Trustees"
- To make every effort to attend all committee meetings and to offer apologies if unable to do.
- To be aware of the information contained in the induction pack, and to carry out efficiently their delegated roles.
- To act in a manner to preserve order at all meetings
- To support the chairman in representing Berwick upon Tweed U3A when invited by other bodies.
- To undertake the necessary training or guidance appropriate to their role.
- To support and encourage the membership and each other.

Our Constitution ensures that no committee member can stay on the committee for more than six years (with a possible extension to this of 3 years – see Berwick upon Tweed u3a Constitution).

BUSINESS SECRETARY

Purpose of Role

To provide efficient administrative support to the Committee.

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

Specific duties include:

- To be aware of the Common Responsibilities for all Committee Members/Trustees
- Receive & action all incoming communications on behalf of the Berwick upon Tweed u3a, copying or forwarding it to the appropriate committee members.
- Ensure that all relevant communications from National Office or other sources are brought to the attention of members.
- Act as liaison between the u3a Group, and all interested parties, particularly all dealings with the u3a's national office.
- Prepare agenda for committee meetings and send a copy to the Chairman for approval, before distributing it to the committees.
- Prepare or receive and distribute minutes to Committee, ensuring that confidential matters are minuted separately, and that action points are highlighted and to ensure a hard copy is approved at the next Committee meeting and is signed by the Chairman.
- Prepare and distribute the information and paperwork required for the Annual General Meeting in accordance with the timetable set by the constitution to include:
 1. Notice of Meeting
 2. Nominations/elections to committee
 3. Any formal proposals or changes to the constitution
 4. Minutes of previous AGM
 5. Chairman's report and Treasurer's report with summary accounts
- After Annual General Meeting, to update list of the officers and Committee Members' details to the relevant organisations, including TAT, Northumbria Region u3a, Charity Commission and the webmaster.
- Book venues for general open meetings and committee meetings.
- Ensure committee and all group leaders are aware of the requirement to report all accidents, and maintain a record of these in accordance with the health and safety policy and incident forms.
- Maintain files for correspondence and information received for safekeeping.

GROUPS CO-ORDINATOR

Purpose of role:

To provide overall management of groups and classes and to link the committee to group leaders and organisers.

To arrange accommodation for u3a classes and meetings and to act as liaison between groups and venues.

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

Specific duties include:

- Liaise with group leaders and organisers to provide support and encouragement to solve problems and ensure the smooth and efficient running of groups. This can involve finding and inducting new leaders or organisers, where necessary. It can also involve closing groups.
- Monitor oversight of the performance of groups to identify problems and opportunities at an early stage
- Identify demand for new groups and where possible set up new groups to meet the demand. This can involve supporting new ventures for a while until they become established
- Maintain an up to date Register of Groups, Leaders and Organisers, times and venues and advise the committee of changes so that the website etc is up to date
- Organise Members' Morning, ensuring that each group is properly represented and each leader is provided with a copy of the description of roles document and a proforma for recording the contact details of new members joining a group
- Organise Leaders' Training and thank you meeting or equivalent occasion that committee deems appropriate to thank leaders and organisers
- Write to all leaders and organisers on behalf of the committee as appropriate to apprise them of developments and opportunities and encourage them to disseminate the information to members of their groups.
- Report to committee important decisions made and actions taken and, if appropriate, seek advice and support.
- Book accommodation for groups
- Support new Group Leaders and lead their induction
- Organise training and updates through meetings and information
- Carry out a comprehensive handover to a new Groups Co-ordinator when applicable.

MEMBERSHIP SECRETARY

Purpose of role:

- To provide information to prospective members.
- To be responsible for the paperwork and administration pertaining to u3a membership
- To maintain accurate membership records in the desired format.

General duties include:

Active participation in the management of the u3a including regular attendance at AGM, monthly speaker and committee meetings. Help with social functions and promotional events.

Specific duties include:

1. Prospective members

- Responding to enquiries from prospective members and providing them with full and detailed information on the ethos of the u3a organization, costs, the membership application process and gift aid.

2. New members

- Reviewing with the Committee the reasonable adjustments that might be needed to ensure accommodation of members with health or disability issues.
- Producing and distributing membership cards.
- Ensuring that joining information on the website is accurate and up to date.
- Reviewing and updating the local information provided to new members and ensuring it is widely accessible.
- Review the membership application form periodically to ensure it is fit for purpose.

3. Membership Fees and Gift Aid

- Liaising with the Treasurer on the financial aspects of membership e.g. accepted methods of payment etc.
- Managing the annual membership renewal process.
- Sending out reminders and final reminders when renewal is due using all possible means e.g. newsletter, email.
- Maintaining a record of those members who wish to gift aid.
- Recording of fees received and banking as soon as possible.
- Reissuing membership cards or other proof of membership.
- Ensuring all non-payers are removed as members once the grace period is over.
- Follow up with members who do not rejoin and try to discover the reason.

4.

Record keeping

- Maintaining up to date membership information on the Beacon database in line with GDPR requirements and deleting redundant membership information.
- Providing the Committee with accurate figures for new members and the total number of current members.

- Creation and maintenance of an accurate database of members who wish to receive Third Age Matters.
 - Uploading of accurate data via the online portal to the distribution company for Third Age Matters
5. Other
- Carry out a comprehensive handover to a new Membership Secretary when applicable

MINUTES SECRETARY

Purpose of Role

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

Specific Duties

- Take the minutes at Committee meetings, Group Leaders' meetings and AGM, and send drafts to the Chairperson and Business Secretary for amendment and distribution by the Business Secretary within 7 days of the committee meeting
- Ensure there is note of agreement for the minutes at the following committee meeting.
- To ensure the minutes are uploaded to the Berwick u3a google DRIVE.

NEWSLETTER EDITOR

This is a non committee role.

This is a key communication role and we have now developed a much more visual and attractive approach including photos. Each month (Sept-June) we update our members via the Newsletter. This is received by email and is always visible on the website.

- Produces a monthly Newsletter to keep the membership informed about current activities and provides necessary information. Regular features may include:

1. Chair's front page address
2. Dates for your diary
3. News from Group Leaders
4. Accounts of outings from members and relevant experiences within their groups
5. Committee discussions and decisions

- Arranges printing and distribution of the final version.

- Emails a PDF copy of the Newsletter to members.

- Forwards PDF copy to be uploaded to the website/Facebook.

PUBLICITY SECRETARY

Purpose of role:

To be responsible for publicising the activities of Berwick upon Tweed u3a throughout its area of operation, directed and supported by the Committee.

Specific duties include:

- Monthly speaker meetings (in cooperation with Speakers Secretary): preparation of timely press releases for placement in local media.
- Mailshots via the Business Secretary to members via email and website
- On Members' Morning: assisting with the preparation of a table layout for all groups, membership renewals and new members together with relevant labelling.

General media publicity:

- From time to time preparation of editorial material for submission to local media to keep u3a in the public eye.
- Liaise with and supply publicity material for social media.
- Circulate leaflet and other relevant publicity.
- Generally to promote Berwick upon Tweed u3a by all available means, including posters, leaflets, and organising a presence at suitable local events.
- To carry out a comprehensive handover to a new Publicity Secretary when applicable.

SOCIAL MEDIA

Purpose of role

To publicise u3a Berwick upon Tweed events and activities to people on social media and therefore reach a younger age group who may not have thought of joining u3a before.

Specific duties include:

- To promote groups showing the diversity of what u3a has to offer
- To publish interesting photos/videos of various groups
- To liaise with the Committee/Webmaster/Newsletter Editor about upcoming events
- To share u3a posts with other pages/groups on Facebook to reach a wider audience
- To share any relevant posts from the main u3a Facebook page
- To carry out a comprehensive handover to a new Publicity/Social Media Co-ordinator when applicable.

SAFEGUARDING OFFICER

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

Specific Duties

To monitor the working of the Safeguarding Policy adopted by the Committee to ensure that it complies with requirements laid down by the national office of the u3a Trust, and all applicable laws relating to safeguarding of members.

Every 12 months to confirm to the Committee that the policy still complies with those requirements.

At the end of each 3rd year after the adoption of the policy, to cause the Committee to review, and if so maintain, amend, or rewrite the policy, as circumstances dictate.

The Safeguarding Officer will:

- Receive complaints relating to the welfare of members under the Safeguarding Policy, from members, group leaders or Committee members of the u3a.
- Promptly bring those complaints before the Officers of the Committee to assess the nature and extent of the safeguarding complaint, for any decision to be taken under the Policy.
- Make a detailed record of the nature of the nature and detail of any complaint. (A copy of that form is maintained by the Secretary and is on the website)
- Record any decisions of the Committee concerning the complaint, and of any actions to be undertaken by the Executive Committee as part of that decision.
- Ensure that the details of the complaint, as far as possible remains confidential.
- Shall keep all records relating to complaints securely for a minimum period of 2 years, and shall not permit any other person to have access to them.
- Shall only take any action in respect of a complainant, or person about who a complaint has been made, after consultation with and approval of the Committee, or the National Office of the u3a Trust, as may be appropriate, having regard to the risks posed by the complaint.
- Will perform all and any additional functions relating to the welfare of members of Berwick upon Tweed u3a, as may be added to his or her responsibilities from time to time by the Committee, or which he or she considers necessary or appropriate, to promote the welfare and human rights of our members, which functions have previously been sanctioned by the Executive Committee.

SPEAKERS' CO-ORDINATOR (non-committee role)

Purpose of role:

To organize speakers for the Monthly Open Meetings of Members.

Specific duties include:

- To ask members for suggestions re speakers, researching suggestions and the opinion of other organisations and consulting the committee as needed
- To choose/arrange suitable speakers in advance for inclusion on the website/newsletter by July (for the start of the annual programme in September)
- To get confirmation as to the booking and determine their fee and travelling expenses as well as any equipment they may require
- To write up details of the forthcoming speaker programme for inclusion in the newsletter and on the website
- Nearer the date of the talk, to pass information to the webmaster for inclusion on the website and liaise with the Publicity Officer for the event to be advertised elsewhere
- Inform the Tech Lead of any issues or requirements prior to the talk
- On the day to oversee preparation of the venue
- Meet the speaker and introduce him/her to the members
- To arrange the vote of thanks
- To write a brief record of the talk for inclusion in the newsletter
- Arrange with the Treasurer for the payment as previously agreed
- To carry out a comprehensive handover to a new Speakers Secretary when applicable.

TECH CORDINATOR INCLUDING BEACON ADMINISTRATOR

Purpose of Role

To support the committee on all IT related issues. To ensure the smooth-running of “Beacon” for the benefit of all u3a Users.

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

The role

The role comprises the management of all aspects of IT, including acquisition and management of software; hardware; audio-visual equipment and more. We use Beacon for managing our membership data and interest groups. The role of IT coordinator comprises management of Beacon, together with all other IT related activities. The role of Webmaster is a separate role, supported by the Tech Coordinator.

- Acts as the focal point or all IT-related issues or queries {now excluding the website}.
- Arranges acquisition of any hardware, software or operating systems as needed.
- Provides any necessary documentation and training for system users.
- Undertakes a comprehension training and handover programme for the new post holder.

Beacon Administrator

Beacon is the Membership Management System for all u3a’s. It ensures that our u3a complies with all legal requirements on Data Privacy.

Specific:

- Support all authorised users with their access and use of the Beacon database
- Generate new temporary passwords for system user
- View the Audit Log regularly and react accordingly to any relevant entries eg. Members’ log on failures.
- Create/delete System Users, Roles and Privileges.
- Create/delete Offices and Post Holders.
- Change System Settings where/when necessary.
- Create/delete Membership Classes.
- Set up new interest groups on the site
- Encourage and offer training for group leaders to use Beacon to maintain their membership details and to contact their group
- Monitor email delivery and ‘unblock’ emails when necessary

- Point of contact for the national Beacon Team Committee

General

- Gain knowledge from Beacon User's Guide, User's Forum and Helpdesk to answer any problems proving difficult to overcome.
- Consult Website and read Newsletters online to keep abreast of any topical information and developments

TREASURER

Purpose of role

To be responsible for the financial management and accounting of the activities of Berwick u3a under the direction of the committee.

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

Specific duties include:

- Maintain proper accounts including details of rents, costs and fees related to individual groups and submit a monthly report thereon to the committee
 - Prepare an Annual Statement of Account, have this examined and submit it to the AGM
 - Receive and deposit promptly all moneys received; these primarily being membership fees, class fees, and Gift Aid
 - Pay expenses as necessary including rents, speakers, class expenses, U3A central office fees and other administration costs; by BACS
 - Monitor and advise the committee on groups' financial management
 - Advise the committee on alternative investments to increase the return on investment on a long-term secure basis and implement the decisions of the committee
 - Make an annual claim of Gift Aid eligible collections from members using data compiled and maintained by the Membership Secretary
 - Set up and maintain a list of signatories, authorisers, and people with online access to Berwick u3a bank account, savings account and PayPal account
 - Make the required annual return to the Charity Commission
 - Maintain a current register of assets and equipment valued at more than £50
 - Act as one of the signatories for the bank account
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- To carry out a comprehensive handover to a new Treasurer when applicable.

VICE CHAIRPERSON

Purpose of role:

To support the Chairperson (see role description, which includes helping with social activities and promotional events) and to substitute for the Chairperson when he/she is not available.

Specific duties:

None

WEBSITE ADMINISTRATOR

The Web Admin role includes the following activities:

1. Maintain website

- ASAP/Weekly – update web site with relevant information, uploading documents/photographs as required
- Monthly – add upcoming u3a events and check that past events are deleted or archived
- Liaise with other Committee members and Group Leaders, to ensure that the website contains relevant and up-to-date information, including any changes to national or local policies, or committee decisions affecting the membership.
- Update Newsletter page after publication.

2. General

- Provide access and editing rights of the website to the U3A committee members and group leaders.
- Manage the allocation and removal of both standard and forwarding (redirection) email addresses as necessary.
- Liaise with the Beacon administrator in providing and maintaining the links to the Beacon system from our website. (new members and renewals)
- Provide any necessary training or assistance to members using the system.
- Manage members' personal data in line with Berwick upon Tweed U3A's Privacy and Data Protection Policies.
- Maintain contact with the website providers, currently U3A SiteWorks
- Provide training and induction for a new postholder.

3. Web Hosting

- Co-ordinate the handover of generic emails annually or whenever there is a change.
- Ensure that all invoices received from the web hosting service provider are paid in a timely fashion.
- Liaise with the web hosting service provider to ensure that any issues relating to the hosting service are resolved.
- [Note that the website is built using the Third Age Trust SiteWorks, so the basic format of the website is predetermined, and editing is quite simple, and does not require sophisticated computer skills].

DATA PROTECTION OFFICER

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

PURPOSE OF THE ROLE

The role of the Data Protection Officer (DPO) is to ensure that the Berwick upon Tweed u3a, its Committee and members comply with their responsibilities under the General Data Protection Regulation (GDPR).

The main duties of the DPO are: -

- to inform and advise the Committee and members about their obligations to comply with the GDPR and other data protection laws,
- to ensure that information collected by the u3a, is stored and managed in accordance with data protection principles,
- to monitor compliance with the GDPR and other data protection laws, and with the data protection policy, including managing internal data protection activities,
- to raise awareness of data protection issues, training Group Leaders and conducting internal audits,
- to advise on, and to monitor, data protection impact assessments,
- to be the first point of contact for the Committee and for individuals whose data is processed on Data Protection issues including Subject Access Requests on their personal data held by Berwick u3a.