



How your u3a works

This document outlines the current roles and responsibilities of committee members and others who contribute to the running of Wolverhampton u3a.

Its purpose is two-fold:

- a) To increase members' awareness of the wide range of tasks that must be carried out for our branch of the u3a to operate efficiently and successfully.
- b) To encourage members to feel that they could actively contribute to the running of the u3a by becoming a Group Co-ordinator or a committee member, and perhaps later taking on one of the roles described in the following pages.

New committee members are necessary for the health of the organisation. If you are interested in joining the committee or attending one of its meetings as an observer, do have a word with any existing committee member. You will be welcomed!

All committee members and group co-ordinators are expected to abide with the u3a's code of conduct.

Being a committee member involves:

- 1. Attending about six meetings of the committee a year.
- 2. Contributing at those meetings to discussions and decision-making.
- 3. Taking on, or assisting with, one of the roles described in this booklet or other responsibilities.
- 4. Participating in the annual meetings with group co-ordinators.
- 5. Being willing to assist with other tasks as and when required.
- 6. Seeking ways to increase and widen the membership of Wolverhampton u3a.

The Chair

The role of **Chair** involves:

1. Chairing meetings of Wolverhampton u3a, e.g. monthly meetings and the AGM.
2. Chairing committee meetings, using agendas agreed with the secretary.
3. Representing, or encouraging others to represent, Wolverhampton u3a in public forums and area/national bodies.
4. Ensuring the smooth running of Wolverhampton u3a by monitoring the implementation of committee members' roles.

Vice Chair

The role of **Vice Chair (or Chairs)** involves:

1. Helping and supporting the Chair and to stand in as required.
2. After consultation with the Chair, assuming one or more of the important responsibilities relating to the running of Wolverhampton u3a.
3. Helping and supporting other members of the committee.
4. Be aware of activities and actions within the u3a and encouraging good practice.
5. Supporting and encouraging the ethos to the running of the u3a by both the membership and the committee.
6. U3a Portal contact – completing and submitting the Annual Return to the Third Age Trust.

Treasurer

The role of **Treasurer** involves:

1. Managing monies coming in (e.g. subscriptions, monthly meeting collections, trip payments) and banking these.
2. Managing payments (e.g. to speakers).
3. Keeping a record of accounts (ledger or spreadsheet) and a record of receipts.
4. Liaising with other officers as necessary (especially the Membership Secretary).
5. Reporting regularly to committee.
6. Paying the annual capitation and direct mailing subscription to Third Age Trust.
7. Arranging an annual scrutiny of accounts.

Secretary

The role of **Secretary** involves:

1. Sharing communications from the Third Age Trust with the committee and, when appropriate, with members.
2. Liaising with the Chair and other committee members to draw up the agenda for committee meetings.
3. Reminding committee members of forthcoming meetings and sending them any necessary documents.
4. Taking minutes of committee meetings and the AGM. Distributing a draft of these to committee members for amendments/correction.
5. Sending out final minutes before the next meetings.

Membership Secretary

The role of **Membership Secretary/Initial Contact** involves:

1. Receiving, recording and acknowledging subscriptions for new and existing members and forwarding these to the Treasurer.
2. Recording new member details.
3. Maintaining the membership database and the direct mailing list, ensuring that the data protection and privacy laws are adhered to.
4. Sending these annually to the Third Age Trust.
5. Sending membership renewal request in advance of renewal date.
6. Providing details of membership numbers to the committee.
7. Attending the monthly meetings (or delegating this if necessary) to help collect payments and check on new members.
8. Being the initial contact for people enquiring about membership.
9. Providing prospective members with information about Wolverhampton u3a.
10. Sending out information sheets and membership forms.

Speakers' Secretary

The role of the **Speakers' Secretary** involves:

1. Maintaining a database of potential speakers.
2. Contacting, negotiating with and booking monthly speakers for the following year.
3. Informing the Chair and the committee of the proposed programme.
4. Supplying a copy (with agreed fees) to the Treasurer.
5. Contacting each speaker near to the booked date to confirm details and check what equipment is required.
6. Setting up audio and visual equipment as required.
7. Meeting and greeting speaker on day of talk.
8. Sending thanks to speakers after each event.

Publicity Officer

The role of **Publicity Officer** is to raise awareness and encourage membership of Wolverhampton u3a by:

1. Distributing annually to local libraries posters of up-to-date details of Wolverhampton u3a.
2. Purchasing publicity material from u3a National Office.
3. From time to time arranging advertisements in local magazines.
4. Ensuring that the u3a entry in the LEA database is current and accurate.
5. Writing and revising, when necessary, the introductory documents sent to new and potential members.
6. Seeking ways to widen the membership of Wolverhampton u3a.

Newsletter Editor/s

The role of the **Newsletter Editor/s** (and team) involves:

1. Ensuring that all Group Co-ordinators contribute regularly to the newsletter.
2. Liaising with the committee over any notices or reports that need to be included.
3. Editing and formatting the contents for publication.
4. Sending the finished newsletter file to the IT Coordinator to e-mail to members.

IT Co-ordinator

The role of the **IT Co-ordinator** involves:

1. Managing the Wolverhampton u3a website:
 - a) Making changes and additions as requested by the committee.
 - b) Keeping relevant sections of the website current.
 - c) In conjunction with Co-ordinators maintaining the Interest Groups list and their information pages.

2. Keeping an up-to-date mailing list of members and sending out communications as requested by the committee.

External Links Co-ordinator

The role of the **External Links Co-ordinator** involves:

1. Dealing with all external link requests.
2. Informing the committee of these.
3. Disseminating news items issued by u3a National Office and cascading to membership as necessary.
4. Recommending and arranging any action regarding links with u3a networks and local learning institutions.

Meeter and Greeter

The aim of the **Meeter and Greeter** is to make the process of joining the u3a "user-friendly" and welcoming by:

1. Contacting new members to see what their interests are and encouraging attendance at the general meetings.
2. Meeting new and prospective members at general meetings and introducing them, if possible, to the Co-ordinators of Groups they might be interested in.
3. Reporting necessary information of new members to the committee.
4. Contacting them with follow-up calls/emails, encouraging participation.

Co-ordinator of Groups

The role of the **Co-ordinator of Groups** involves:

1. Being familiar with u3a guidance for the operation of interest groups and offering advice and guidance to individual Group Co-ordinators on group management and finance.
2. Assisting in the start-up of new groups, e.g. with publicity, guidance to the Group Co-ordinator, setting up the first meeting.
3. Ensuring that Group Co-ordinators are aware of their responsibilities with regard to membership of the u3a.
4. Monitoring and supporting the activities of all groups.
5. Encouraging Co-ordinators to keep their groups' pages on the website accurate and current.
6. Informing the IT Co-ordinator and the Membership Secretary of any changes to Group Co-ordinators' contact details.
7. Keeping the committee up to date with any issues concerning groups and informing Group Co-ordinators of any relevant decisions of the committee.
8. Arranging an annual meeting for Group Co-ordinators and committee members.

If a dispute between members of a group is referred to the Co-ordinator of Groups, they should first see if it can be resolved informally. In the unlikely event that this proves impossible, the matter should be referred to the Chair.

Interest Group Co-ordinator

Being an **Interest Group Co-ordinator** involves:

1. Welcoming new members!
2. Arranging the group's programme and notifying members of the dates and locations of meetings.
3. Ensuring that the group's page on the Wolverhampton u3a website is current.
4. Maintaining an up-to-date list of members and their contact details, keeping a record of attendance and checking their u3a membership.
5. Keeping a record of topics and activities.
6. Encouraging members to contribute to the group via discussion and presentations.
7. Treating all members with respect at all times.
8. Ensuring that the group abides by Wolverhampton u3a's Equal Opportunities Policy (see below).
9. Informing the Co-ordinator of Groups of any changes to their contact details.
10. Attending the annual meetings of Group Co-ordinators.

*If there is a minor incident or dispute between members of a group, the Co-ordinator will hopefully be able to resolve the matter informally. However, if the matter is more serious (e.g. a persistent breach of the Equal Opportunities Policy) or if it involves the Co-ordinator, the matter should be referred in the first instance to the Co-ordinator of Groups. **They, the Chair and the committee if necessary are there to help you.***

Equal Opportunities

We value and celebrate diversity and treat all members equitably. We recognise that different people bring different perspectives, ideas, knowledge and culture and that this difference brings great strength to our u3a.

All u3as pursue an equal opportunities policy and, as far as it is within their power to do so, provide equality of treatment to their members regardless of:

- Educational background
- Gender (including gender reassignment)
- Marital status (including civil partnership status)
- Sexual orientation
- Race or racial group (including colour, nationality and ethnic or national origins)
- Religion or belief
- Disability
- Social status

The Committee does not tolerate discrimination in respect of any of the above. If any members believe they are being discriminated against they can contact the Chair or any member of the Committee in confidence.

Wolverhampton u3a has adopted the Complaints, Grievances and Disciplinary procedures recommended by the Third Age Trust. If a dispute between members cannot be resolved informally, the Chair may decide to implement one of these procedures as appropriate. They are available on request.