

### **Wirksworth u3a Chair: job description**

With the help of the committee and membership to promote a clear, positive vision of the aims and ethos of the organisation.

To represent Wirksworth and District u3a in other forums if called on.

To guide discussion in a positive manner, allowing different points of view to be expressed and encouraging participation.

To give leadership and offer encouragement to both the committee and the membership.

To chair all general and committee meetings and have a casting vote on issues if required.

To agree the agenda prior to each committee meeting

To prepare an annual report for members.

### **Wirksworth u3a Vice chair: job description**

To support the Chairperson (See Chair's role description) which includes helping with social activities and promotional events.

To substitute for Chair when he/she is not available.

### **Wirksworth u3a Publicity Co-ordinator: job description**

Prepare and post any special News Flashes for the general membership

Prepare news items for the webpage

Write quarterly press releases about u3a activities for Community Fayre

Design posters, flyers and other paper publicity as required and organise printing

Store, update and set up the publicity A frame for events

Also potentially host the u3a Facebook page and other online publicity

*(Marvin Harding currently helps with anything involving design and is happy to continue with this if necessary)*

### **Wirksworth u3a Newsletter Editor: job description**

Prepare and post a regular monthly email newsletter for members via Beacon

### **Wirksworth u3a Treasurer: job description**

Take money at coffee mornings and bank it;

*I keep the cash and transfer from my personal account to the U3A account but cash can be paid through the post office to go to the Lloyds account.*

Pay out any expenses on receiving receipt, pay hall hire invoices, invoices for any trips and annual fees to Third Age Trust.

Liaise with group co-ordinators and organisers of any trips where significant amounts of money are involved such that the U3A bank account is used to make and receive payments.

Keep accounts on the Beacon finance system and reconcile those accounts with the monthly bank statement.

Prepare annual accounts for inspection by an independent verifier.

Attend monthly committee meetings, providing a financial report. Make budget projections and recommendations on membership fees and other financial matters.

*Most invoices and receipts are by email so digital files and paper files need to be kept for 7 years.*

### **Wirksworth u3a Beacon Administrator: job description**

The specific tasks listed below are in addition to the statutory requirements and responsibilities of trustees of charitable organisations in the UK as laid down by the relevant regulatory bodies.

Ensure the Beacon system functions as intended for Wirksworth & district U3A.

Provide information regarding updates and enhancements to Trustees.

Create new User roles and assign relevant Privileges to specific roles.

Set up users on the Beacon system and to provide training and support to users on the Beacon system.

Oversee the general use of Beacon ensuring compliance with individual's privacy.

Help resolve email distribution issues.

### **Wirksworth u3a Business Secretary: job description**

Book venues for the committee meetings (6 per annum) and monthly coffee mornings.

Keep the central u3a contacts Portal for this u3a updated.

Prepare agenda and take minutes at the committee meetings (6 per annum)

Type up and circulate minutes to committee members soon after with action points highlighted in red.

Prepare agenda and take minutes for the AGM.

Prior to the AGM ensure any necessary documents are circulated to the membership within the required time.

Receive mailings from national u3a (Third Age Trust) report on these at committee meetings and distribute them to other committee members as necessary.

Assist the Chair with any necessary documentation.

Keep the records of the minutes for the monthly committee meetings and the AGM.

### **Wirksworth u3a Membership Secretary: job description**

Be the first point of contact for new members

Keep membership forms and cull when members resign or lapse in line with Data Protection

Keep membership form up to date

Update Beacon for new members and send a welcome email including their membership number

Liaise with the Treasurer re new members and at renewal time.

Send out reminders for renewals and update Beacon when members renew or lapse

Attend monthly Committee meeting and report on Membership numbers and issues

Provide Statistics for yearly returns to the Third Age Trust.

### **Wirksworth u3a Webmaster; job description**

Keep website up to date

Liaise with Group Coordinators re updating their web pages

Set up new groups including a web page and giving editor rights to the coordinator

Supporting and training coordinators in editing their web pages

Be a first point of contact with Central u3a re IT issues

### **Wirksworth u3a Coffee Morning Speakers Co-ordinator; Job Description**

Identify and liaise with potential Coffee Morning speakers and help organise activities relating to monthly Coffee Mornings.

Clarify the content of the talk/activity with the potential speaker.

Notify the Wirksworth u3a website manager of future talks for inclusion on the Wirksworth u3a website events page.

Liaise with speakers to ascertain organisational issues, dates, times and venue of the talk and agree what audiovisual equipment or resources they may require for their talk.

Greet the speakers when they arrive and help them set up their talk, if required, at the Coffee Morning.

Contact speakers following the talk to confirm all was well from their perspective and offer them formal thanks for their contribution to the meeting.

## **Wirksworth u3a Group Co-ordinators' Support; Job Description**

Keep records of interest/ activity groups and their co-ordinators; using the Beacon system

Draw up guidance on the role and responsibilities of group co-ordinators and ensure that this is available on the website and to new co-ordinators

Support new groups and their co-ordinators with help and advice

Draw up and keep current an information list of useful local venues for groups

Be available to answer queries from groups

Act as a link between group co-ordinators and the committee

Organise occasional social events for group co-ordinators

Help plan an annual activity group showcase event