

CHESTER U3A – Roles and Responsibilities

All roles can be changed to accommodate the skills and interest of the volunteer

All Committee

All Trustees must ensure that the U3A abides by its constitution, safeguards its assets and exercises effective control over all bank accounts

Maintain the charitable objectives of the U3A

Comply with the Data Protection Regulation(GDPR), Privacy Policy and Legitimate Interest Assessment

Report any relevant information from any source that could influence the activities of Chester U3A

Review all Policy and Procedures annually

Attend appropriate (to their role) training courses organised by Network, NW Region and National

Submits all items, articles, publicity and amendments thereof to the News Sheet Editor prior to the cut-off date.

Chair:

Maintain the charitable objectives of the U3A

Chair and preserve order at the AGM or SGM/EGM. monthly meetings and committee meetings.

Organise timings of committee meetings to reflect the business of the committee

Guide discussion in a positive manner allowing different points to be expressed and assuming a neutral role

Represents Chester U3A to other U3As, D&W Network. NW Region of U3As and the Third Age Trust

Provides a sense of direction to motivate the committee and members of Chester U3A

Ensure Trustees and all members abide by its governing document, and correct procedures are followed.

Ensure that all documentation relating to Chester U3A is reviewed annually.

Ensure that all decisions are committee decisions.

Ensure that all committee members are aware of their role and responsibility.

Sign and send approved minutes to website for publication and archive

AGM

Chair the AGM

Produce a Trustee Report of activities which support the objectives of the U3A for submission to CC and Chester U3A members

Vice-Chair:

Deputise where necessary for the Chair in any of the Chair's duties above

Provides an alternative source of motivation to the committee and the whole U3A.

Take on a role to support the Trustees

Business Secretary: - Vacant

To keep the Chair informed on any correspondence

Act as the link between National Office and ensure that information is relayed to the committee and passed onto the membership

To book venues and equipment as necessary for monthly meetings.

In discussion with the Chair produce an agenda for AGM, SGM and committee meetings.

Circulate the agenda and meeting papers approx. 2 weeks prior to the scheduled meeting.

Convey decisions at meetings to members who may be required to take action

Report any accidents/incidents to the committee. Incident forms download from National website.
To be completed by coordinator retained in the Archive

Issue 'Declarations of eligibility to 'New Trustees' Archive completed declarations

Update changes to Trustees on the National and CC website

Inform the Third Age Trust of changes to Trustees on Committee Update Form on National website

AGM

Ensure at start of AGM the meeting is quorate

Issue the AGM notification and papers (nominations/resolutions/accounts/reports) in accordance with the constitution and standing orders

Receive and collate nomination papers and motions (resolutions) in accordance with Constitution.

Inform the Chair and committee any members who are approaching the end of their term of service.

Inform Chair and committee of any nomination and/or resolution papers in accordance with constitution or standing orders

Ensure that all documentation is prepared for the AGM

Submit changes of Trustees to CC records. Retain or destroy 'Declarations of eligibility for Trustees' as appropriate.

Submit the Trustee report prepared by the Chairman, the annual report and accounts prepared by the Treasurer to the CC online

Minute Secretary Vacant

To take fair and accurate minutes of all committee meetings and AGMs, EGMs etc

On agreement with the chair circulate draft minutes to all committee members to approve for accuracy. prior to publication on Chester U3A website

Send draft (approved for accuracy) minutes with agreed caveat to webmaster

Circulate the previous committee minutes to committee members a minimum of 2 weeks before the scheduled committee meeting.

To maintain full and accurate files including minutes

Send all approved minutes to webmaster for archiving

Group Liaison Officer

Organise setting up of new Chester U3A groups

Oversee all interest groups in the U3A.

Maintain contact with the group coordinators and provides guidance to them on how to organise their groups and resources available to them.

Report at committee meetings any issues or changes that have arisen within the groups. The formation and/or closure of groups and any waiting lists of groups.

Together with the Chairman address group problems as they occur

Encourage groups to send reports of their activities to the web site, News Sheet editor, TAM and Sources.

Send updates on existing groups and information on new ones to Web Master for inclusion in the Chester U3A web site, News Sheet editor and Rolling Notices

Compile information annually for the Groups Brochure which goes out to all Chester U3A members in September

Organise the annual events associated with coordinators and groups e.g. new members lunch, coordinators lunch. Group Fair.

Notify the committee and Beacon Administrator, any changes to venues.

Review all publications associated with Groups and coordinators

Two Membership Secretaries Both Vacant

The Membership Secretary is the point of contact for people applying to join the U3A

Report membership numbers at all committee meetings

Release members personal information under GDPR

Maintain the procedures for

1. Application of new members
2. Renewal of members
3. Notify the Database manager of any changes to the membership list.
4. Produce membership cards

Maintain and process appropriate documentation for all members

1. new members Application forms and Gift aid forms
2. Renewal members
3. Organise the New members lunch or activity
4. Inform the Chair on March 31st the maximum number of members registered in the previous financial year

Note This role will change as we slowly take on more of Beacon management facilities

Treasurer

Responsible for the efficient handling of all financial affairs of the U3A.

To maintain accurate and sufficiently detailed financial records in accordance with the requirements of the regulatory authorities.

Responsible for the approved purchase, use and financial monitoring of all equipment.

Responsible for the maintenance of the asset register.

To ensure that strong financial management procedures and internal controls are in place.

Provide advice to group leaders on the handling of cash and other financial matters.

Review Policy on expenses/petty cash annually

Pay membership fees due to the Trust at the due time (numbers supplied by membership secretary/Chair). The invoice is issued by the Trust after April 1 annually.

Submit the Gift Aid claim to HMRC in accordance with the specified timescales. The claim can be made after the end of the financial year (5 April).

Responsible for the configuration of the on-line banking access, on the approval of the Trustees.

For committee meetings

Report finances on receipts and payments for all bank accounts including, social, rent and treasurer accounts for approval at each committee meeting.

Prepare a budget annually to be approved by committee.

Receive requests from groups for the provision of equipment prior to presentation to the committee for decision.

To make recommendations on cheque signatories and online banking access for committee approval. Payments to be dual authorisation by trustees.

Recommend an appropriate level of reserves.

Recommend level of subscription to be paid by the members to the committee for approval by the members. Recommend level of subscription to be paid by the members to the committee and reported in the annual report at the AGM

Draft policies for reimbursement of expenses, petty cash and other financial matters for approval by the Trustees.

AGM

Prepare a Treasurer's Report, including a statement of receipts and payments and a summary of assets and liabilities for Chester U3A AGM in an appropriately certified form.

Submit the annual report and statement of accounts to the business secretary for submission to CC online.

Social Liaison Officer

Chairs any subcommittee meetings.

Report minutes of subcommittee to committee for approval

Coordinate all U3A social events.

Prepare an annual projected social diary of events/trips/holidays etc.

Ensure that all income and expenditure is processed through Chester U3A bank account.

Ensure that expensive events e.g. days out, holidays are charged at cost and all participants pay appropriately.

Payments to be dual authorisation by trustees.

Site Administrator (Beacon)- Vacant

The System Administrator controls access to the Beacon management system.

There are four principle 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.

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 Site 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.

Specific responsibilities are:

- Act as the central contact point with the Beacon development and regional support teams.
- Responsible for a Beacon special user account (Admin) which is created when the U3A database is set up. This account has full permissions to all features within Beacon, including those which are not available to a general Administration user (e.g. email unblocker).
- Maintain the non-personal Chester U3A email account that is associated with the Admin user (*currently treasurer@chesteru3a.org.uk*).
- Responsible for maintaining the system configuration of Beacon in accordance with instructions agreed by the Trustees. These include: -
 - maintaining the Roles and Privileges in Beacon,
 - maintaining the Settings features within Beacon,
 - creating all User accounts for those U3A members approved by the Trustees and allocating the appropriate Roles.
- Act as point of contact for reset of passwords by users who have been locked out or have forgotten their password.
- Act as point of contact for members requiring assistance with accessing the members' portal.
- Responsible for monitoring the Audit trail in Beacon.
- Responsible for ensuring that the necessary conditions associated with the General Data Protection Regulations are followed.
- Responsible for ensuring that the Chester U3A Beacon service is operated in accordance with the Beacon Terms and Conditions (<https://www.u3a.org.uk/beacon/386-terms-and-conditions-for-beacon-user-u3as>).
- Submit the datafile for the TAM distribution to the Third Age Trust in accordance with the required timescales and procedures. (*Note: This could be the responsibility of the Communications Officer, but it depends on who has access to the full membership records*).

GDPR Officer

Ensure that all written policies and procedures and Chester U3A activities are GDPR compliant

Organise the writing of any policies and/or procedures required to ensure that Chester U3A activities are GDPR compliant

Train members and Trustees including those involved in data processing of their obligations to ensure the U3A is GDPR compliant

Review training, all policies and procedures to ensure compliance annually.

Serve as the Contact for all GDPR issues within Chester U3A.

Keep members informed of their responsibility to be GDPR compliant in all activities relating to Chester U3A.

Non-Committee Roles

Communications Officer Vacant

Publicise U3A events and activities to the Chester website, local media, Network, NW Region TAM and Sources as appropriate

Communicate U3A activities with members by all methods of communication

Liaises with the News Sheet editor and webmaster any event that publicises the U3A and its activities

Oversee suitable material to raise awareness of the learning and social opportunities available in Chester U3A to the public in particular new members

Oversee any publicity material, flyers, posters etc that are required for events organised by members of Chester U3A.

IT Liaison Officer -

Advise on the purchase and maintenance of all computer equipment and software and advise on their use.

News Sheet Editor:

Responsible for the editorial content and presentation of the monthly News Sheet

Arrange printing and collection of Newsheet.

Set the cut-off date for articles to be submitted for next publication

Webmaster

Manage the maintenance and development of the website.

Add to the website any material submitted from Trustees and allocated supporting members e.g. communication officer

Produce a report on the website's usage when requested or deemed for review by the webmaster

Speaker Secretary

Source suitable speakers for the monthly meeting

Arrange introduction and vote of thanks for the speaker for each meeting

Prepare a projected year diary for speakers

Tuesday Monthly meeting organiser

Know the location of light switches, operation of blinds and caretaker contact number

Open up the hall in preparation for the meeting – Key code

Check fire doors are open

Open the store cupboard

Notice board to be put on or near the stage – Notice board team will check contents

Liaise with the Tea rota team groups and supplies are informed

Group label serving refreshment is displayed

Liaise with speaker secretary on speaker requirements. If required: - **speaker secretary**

Open and check PA system is working

Pull down screen

Prepare projector stand and lead cover

Arrange rolling notices to be displayed

Display 'Parking priority board for speaker outside

Coordinate the layout of chairs and tables– **chair team**

Place Notice boards on stage – Notice boards managed by

During the meeting watch for hazards – members access, obstacles etc

After the meeting check all chairs are returned to their original position

All electrical equipment is locked away or taken by members to other locations.

Lock the store cupboard

Check no-one is in the toilets, behind the stage or in hall before locking the hall and returning the key to the key lock

Thursday Monthly meeting organiser –Vacant

Know the location of light switches, operation of blinds and caretaker contact number

Open up the hall in preparation for the meeting – Key code

Check fire doors are open

Open the store cupboard

Notice board to be put on or near the stage – Notice board team will check contents

Liaise with the Tea rota team groups and supplies are informed –

Group label serving refreshment is displayed

Arrange rolling notices

Arrange a suitable event

Display 'Parking priority board for speaker outside

Coordinate the layout of chairs and tables– **chair team**

Place Notice boards on stage

During the meeting watch for hazards – members access, obstacles etc

After the meeting check all chairs are returned to their original position

All electrical equipment is locked away or taken by members to other locations.

Lock the store cupboard

Check no-one is in the toilets, behind the stage or in hall before locking the hall and returning the key to the key lock

Event organiser e.g. Pop Science, Study days,

Organise Study days as agreed by committee

Liaise with The Group Liaison officer suitable topics and dates for study days

D & W Network representative

Attend Network meetings

Report minutes of meetings to the committee

Liaise with communication officer to advertise network events
