

Doc: Yate & Sodbury District Executive Committee Officers & Roles	Date: 12 Aug 2025
Ref: Y&S u3a 001	Issue: 3.0

### Document Control

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### Change Record

Issue	Date	Section(s) Affected	Description of Change/Change Request Reference/Remarks
1.0	25/4/2018	all	Publication on Y&S u3a Website
1.1	22/11/2019	all	Added header, footer, document and change record added.
2.0	21/10/2020	all	Reviewed and adjusted by all committee members, approved for issue.
3.0	11/08/2025	all	Added Accessibility Officer and Publicity Officer. Fixed typos and adjusted dates. Implemented feedback from J.Wilkinson.

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## YATE & SODBURY DISTRICT EXECUTIVE COMMITTEE OFFICERS & ROLES

The executive committee of the Yate & Sodbury District u3a consists of u3a members with each nominated member serving up to three years. When the number of nominated members is less than twelve, other members may be co-opted onto the committee for a year.

All committee members including those who are co-opted are automatically trustees. Trustees are responsible for the general control and management of their u3a and must carry out their duties within the context of the constitution.

Most members of the committee will have a designated office and/or role however not all committee members have to or wish to have a specific role.

Some roles will be shared by two committee members.

Certain roles may be held by non-committee members of the u3a, these members would then be invited to report to committee meetings but not have a vote on decisions made by the committee.

### **HONORARY OFFICERS**

- Chair
- Vice-Chair
- Business Secretary
- Treasurer

### **ROLES**

- Membership Secretary
- General Meetings & Social Events Organisers (2)
- Group Co-ordinators (2)
- Newsletter Editors
- Web Managers
- Beacon Administrator
- Accessibility Officer

### **OPTIONAL ROLES**

- Committee Member
- Assistant to Treasurer
- Assistant to Business Secretary
- Assistant to Membership Secretary
- Publicity Officer

The Membership Secretary, Newsletter Editor, Publicity Officer or Web Manager could be non-honorary roles (not Trustees).

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## ROLES DESCRIPTIONS

### CHAIR

#### CORE ACTIVITIES OF THE ROLE

- Chair monthly Committee Meetings.
- Agree agenda with Secretary.
- Preserve order at meetings.
- Allow different points of view to be expressed.
- Encourage participation from all members.
- Stick to the agenda.
- Draw discussions to a conclusion and summarise fairly.
- Chair the AGM and Deliver Annual Report.
- Encourage and support a vibrant and enthusiastic u3a.
- Have a good knowledge of all aspects of u3a both locally and nationally.
- Encourage the development of policies and strategies which meet the needs of the members.
- Liaise with committee members as needed.
- Act as a point of contact for members who want information, make suggestions or register a complaint.
- Act as a point of contact for potential new members or persons offering services as speakers.
- Contribute to Newsletter as required.
- Be aware of the activities of national and regional bodies in u3a.
- Represent Y&SD u3a at national / regional events.

#### DESIRABLE SKILLS FOR THE ROLE

- Leadership.
- Good communication skills.
- Computer literacy.
- Be diplomatic and a good listener.

### VICE CHAIR

#### CORE ACTIVITIES OF THE ROLE

- Deputise for the Chair when necessary.
- Be familiar with procedures and be able to assume responsibility of Chair at short notice, if required to do so.

#### DESIRABLE SKILLS FOR THE ROLE

- Leadership.
- Good communication skills.
- Computer literacy.
- Be diplomatic and a good listener.

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## **BUSINESS SECRETARY**

### CORE ACTIVITIES OF THE ROLE

- Deal with postal and electronic correspondence and discuss that correspondence if deemed necessary at committee meetings or with appropriate Committee Member(s) or pass on information to appropriate Group Leader(s) and/or our Members.
- Arrange and send out the Agenda for monthly committee meetings after consultation with Chair and Committee Members.
- Attend Committee Meeting, take Minutes and present Secretary's report.
- Write Minutes and distribute to committee members, circulate final version and arrange for publication on Yate & Sodbury District u3a Website.
- After each committee meeting maintain and circulate Programme of Events to committee members and, if in existence, with the catering group leader.
- Keep copies of Agendas and Minutes.
- Maintain File of important correspondence such as PPL Licence, Trustee and Charity Information, Insurance, etc.
- Liaise with u3a Trust and ensure that information is relayed to the committee and passed onto members where appropriate.
- Maintain a list of training material and documents available on the Trust website and the Yate & Sodbury Dropbox that new committee members need to read (i.e. information about the u3a and Trustee responsibilities).
- Maintain the inventory of u3a owned equipment.
- Manage the online Dropbox.
- Manage and maintain the Document management system Overview on Dropbox.
- Manage the Document Review Schedule.
- Manage Online Web Meetings.
- Manage contacts with Regional and neighbouring u3a groups.

### DESIRABLE SKILLS FOR THE ROLE

- Computer literacy.
- Administration skills.
- Communication skills.

## **ASSISTANT TO BUSINESS SECRETARY**

### CORE ACTIVITIES OF THE ROLE

- Take minutes of meetings if secretary absent.
- Assist secretary when required.
- Become familiar with the responsibilities and activities of the Business Secretary role with a view to taking over when secretary retires.
- Become familiar with the Beacon system with a view to holding Administrative responsibility
- This role could be taken on by new committee member.

### DESIRABLE SKILLS FOR THE ROLE

- Computer literacy - word processing; e-mailing.
- Administration skills.
- Communication skills.

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## TREASURER

(NOTE: Third Age Trust will do a credit search and check on any Treasurer candidate).

The Y&SD Accounting year runs from 1st April to 31st March.

The u3a's membership year runs from year runs from 1st May to 30th April.

### CORE ACTIVITIES OF THE ROLE

- Keep the financial records accounts of Yate and Sodbury District u3a up to date.
- Pay invoices and bank monies received in a timely manner.
- Prepare the annual accounts for presentation to the AGM.
- Maintain a close working relationship with the Membership Secretary.
- Make the annual return to the charity commission.
- Reclaim gift aid once a year from HMRC which is done online on the HMRC website
- Attend monthly committee meetings and report on the state of the accounts.
- Assist in making recommendations about any increase/decrease in subscriptions.
- Collate individual Group financial returns at the end of the financial year.
- Ensure expenditure is approved in accordance with Management Committee and National u3a guidelines.
- Make payments for approved expenses to Committee members (and other u3a members as appropriate) from u3a funds following receipt of the requisite pro-forma claim.

### DESIRABLE SKILLS FOR THE ROLE

- Knowledge of accountancy/bookkeeping.
- Computer literacy
- Diligent
- Honesty and Reliability

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## **ASSISTANT TO TREASURER**

### CORE ACTIVITIES OF THE ROLE

- Writing out cheques/payment of bills, where necessary.
- Receiving/Depositing monies/cheques to the bank.
- Assisting the treasurer with gift aid forms.
- Being available when the treasurer is on holiday.
- Supporting the other members of the executive committee, as necessary.
- This role could be taken on by new committee member.

### DESIRABLE SKILLS FOR THE ROLE

- Knowledge of accountancy
- Reasonable level of computer literacy
- Honesty and Reliability

## **MEMBERSHIP SECRETARY**

### CORE ACTIVITIES OF THE ROLE

- Respond to new enquiries and send out membership forms (by e-mail or post).
- Process new membership forms, send out welcome letter/pack to new members.
- Maintain and periodically update welcome pack for new members.
- Forward membership subscriptions and gift aid declaration forms to the Treasurer along with all new membership forms with a gift Aid declaration and any notifications of a change to renewing members Gift Aid status. Where the member has opted into gift aid, the form should be copied, the original forwarded to the Treasurer and the copy retained on file.
- Maintain membership database on Beacon.
- Organise annual membership renewal process emailing or mailshotting all members to inform them of the procedure.
- Attend monthly committee meetings and give a report.
- 5 times a year, when prompted by u3a National Office, submit excel spreadsheet of members' addresses through secure online portal for Third Age Matters delivery

### DESIRABLE SKILLS FOR THE ROLE

- Computer literacy
- Organisational ability

## **ASSISTANT TO MEMBERSHIP SECRETARY**

### CORE ACTIVITIES OF THE ROLE

- Assist Membership Secretary when required.
- Become familiar with the responsibilities and activities of the Membership Secretary role with a view to taking over when Membership Secretary retires.
- This role could be taken on by new committee member.

### DESIRABLE SKILLS FOR THE ROLE

- Computer literacy.
- Organisational ability.

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## **GENERAL MEETINGS AND SOCIAL EVENTS ORGANISERS**

### CORE ACTIVITIES OF THE ROLE

- Book General Meetings and Social Events.
- Prepare a calendar of dates for General Meetings and Social Events.
- Book Chipping Sodbury Town Hall or other venue.
- Liaise with Secretary to ensure programme of events is up to date.
- Liaise with other u3a groups to hold events and if they will be oversubscribed operate a booking system.
- Book Speakers for General Meetings.
- Map speakers to provide a varied and relevant programme of events.
- Make initial contact with the speakers to discuss the content of their presentation and the fee.
- Confirm booking via e-mail, phone or letter and ask what equipment will be needed
- Contact Speaker one month before the meeting to remind him/her of arrangements and check, (again!), the equipment that is needed.
- Confirm with Treasurer that funds will be available for speaker's fee.
- Confirm who will be chairing the meeting and proposing the vote of thanks at the end (Chairman or another Committee member).
- Confirm with the Town Hall number of chairs and layout, usually lecture style, how many tables, if microphones, projector stand and stand for the speaker will be needed a week before the meeting.
- Confirm who will be reading the Fire Regulations at the start of the meeting.
- On the day of a General Meeting with Speaker.
- Greet the Speaker (or delegate someone else if not attending), introduce them to the Chairman or person who is introducing them to the meeting, and to the person setting up the sound equipment etc. and to the Treasurer to enable them to collect their fee. If Treasurer not present, ensure method of payment is available. Thank them informally before they leave.
- Attend monthly committee meetings to give a report and get approval for any proposed speakers.
- Research and maintain a list of possible speakers. These may come from u3a members, friends and acquaintances and also by checking press releases from other organisations.
- Manage the yearly PAT testing schedule as per process.
- Manage and perform the setup of the Laptop, Projector and associated peripherals to be used for the General and Social speaker meetings.
- Manage the Laptop, Projector and associated peripherals to allow it to be used by any of our u3a groups.

### DESIRABLE SKILLS FOR THE ROLE

- Good organisational skills.
- Ability to forward plan.
- Good communication skills.
- Ability to use word processing package and to send and receive e-mails.
- Familiarity with setting up and using projectors, Microphones etc.

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## **GROUPS CO-ORDINATORS**

### CORE ACTIVITIES OF THE ROLE

- Attend monthly Committee Meetings and give a report.
- Organise Annual New Members Event.
- Establish a sub-committee to co-ordinate annual Open Day in October and New Members meetings as they arise.
- Send out invitations to new members as they arise.
- Organise, with Publicity Officer, the printing and distribution of posters and other publicity.
- Arrange layout of Hall and liaise with Town Hall staff.
- Organise annual Group Leaders' Event, and inform committee.
- Send out invitations to group leaders and any other guests agreed by the committee to be invited and co-ordinate replies.
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#### Group Leader liaison

- Ensure Leaders are informed of relevant matters which have been discussed in committee and to encourage discussion of issues within the groups and encourage feed-back from members.
- Monitor group activity, in particular when groups are new.
- Keep list of current groups and leaders up to date and ensure all changes are recorded and passed to Secretary/Committee and Membership Secretary.
- To be available to sort out any relevant problems within Groups.
- Update Group Leaders' Guidelines at least annually and circulate appropriately.
- Maintain a list of venues suitable for use by groups.

#### Setting up New Groups

- A new group can be established by a member volunteering to lead a new group (a new activity or an extra group of a current activity) or sufficient numbers of members interested in a new activity having an informal start-up meeting and encouraging someone to take on the role of Group Leader.
- Ensure new Group Leaders are given the latest copy of "Group Leaders Guidelines" and explain the start-up grant facility.
- Attend if possible any start-up meeting.
- Attend a new Group meeting within 3 months of start-up.

### DESIRABLE SKILLS FOR THE ROLE

- Experience of Group Leadership.
- Computer skills – Word processor.
- Ability to send and receive e-mails with attachments.
- Personal skills – Communicating and organising, and diplomacy.

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## **NEWSLETTER EDITOR**

### CORE ACTIVITIES OF THE ROLE

- Emailing Group Leaders on a quarterly basis reminding them of the need for inputs and advising them of production deadlines.
- Proof reading inputs from contributors.
- Assembling the inputs into the Newsletter into the agreed format.as agreed with the executive committee, organize the printing of a number of paper copies for collection by members without email.
- Using Beacon email the members who have their newsletters emailed to them to arrive on or before the 1st of the publishing month.
- Deliver all spare hardcopies of the Newsletter to the Membership Secretary for their use.

### DESIRABLE SKILLS FOR THE ROLE

- Able to use a word-processing program e.g. Microsoft Word or Microsoft Publisher.
- Able to use a spreadsheet program e.g. Microsoft Excel.
- Able to convert files to PDF format.
- Able to resize digital photographs.
- Able to send/receive emails with attachments.

## **WEB MANAGER**

### CORE ACTIVITIES OF THE ROLE

- Manage the Yate & Sodbury District u3a website.
- Become familiar with the u3a Site Builder's capabilities.
- Upload core information to Membership, Events, Groups, Contact, Links, and Photos pages e.g. notices, forms (e.g. membership renewal), Ad Hoc Updates, Committee contact details, Groups summary sheet, Events information, Committee Job Descriptions.
- Add new Groups and delete/hide defunct Groups.
- Overview Main website and Groups' webpages to ensure they are up-to-date e.g. group page email links.
- Raise web-related problems/issues and ideas for Site Builder/Website general improvement with u3a Site Builder Support Team.
- Ensure Welcome Page is up to date and changed periodically.
- Respond promptly to Group Leader/Representatives' requests for group information and events to be added or changed.
- Report statistics of website visits ('hits') to Committee Members/Group Leaders.
- Suggest and implement ways the Website might facilitate delivery of Committee goals and individual Committee Members' activities.

### DESIRABLE SKILLS FOR THE ROLE

- Able to use a word-processing and spreadsheet program e.g. Microsoft Word, Microsoft Excel.
- Able to convert files to PDF format.
- Able to resize digital photographs.
- Able to send/receive emails with attachments.
- Able to learn how to use u3a Site Works website builder.
- Able to communicate within a group setting.

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## **COMMITTEE MEMBER**

### CORE ACTIVITIES OF THE ROLE

- Attend committee meetings.
- Contribute to policy and decision making.
- Assist at monthly meetings and events when required.

## **BEACON ADMINISTRATOR**

### CORE ACTIVITIES OF THE ROLE

- Administer and support the Yate & Sodbury District u3a Beacon System.
- Add and train new system users.
- Maintain user access levels for group leaders, group administrators and executive committee members.
- Investigate and resolve email rejections and errors.
- Respond to problems and issues with the Beacon System using national support and user forums when necessary.
- Receive communication from national support on known problems, updates and upgrades.
- Report any ongoing problems or issues together with relevant updates and upgrade status to the executive committee.

### DESIRABLE SKILLS FOR THE ROLE

- Computer literacy.
- Administration skills.

## **ACCESSIBILITY OFFICER**

### CORE ACTIVITIES OF THE ROLE

- The Accessibility Officer will ensure, with the help of Groups Coordinators that new Group Leaders are made aware of issues in relation to accessibility and what steps they may need to take in fulfilling access requirements.
- To consider on behalf of the Executive Committee how to handle specific cases arising from implementing the Y&S u3a "Equality, Diversity and Inclusion policy" or where to obtain further advice.

### DESIRABLE SKILLS FOR THE ROLE

- Personal and diplomatic skills

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## **PUBLICITY OFFICER**

This role may be separate from the newsletter manager and from the social media contact. It does not necessarily have to be carried out by a trustee.

### CORE ACTIVITIES OF THE ROLE

- Local events Create and promote a positive and popular image of the u3a. Identify local events which may be useful for our publicity. Liaise with associated external organisations.
- Press release Write very short press-release articles on the u3a. Make these articles available as appropriate to local press, our social media contact and our webmaster. Be aware of articles on the u3a which have been published in the local press and keep a record of interesting ones. Press releases should be authorised by the u3a Business Secretary or Chair.
- Ideas Propose publicity ideas to the committee.
- Photo gallery Compile, with help of a photo enthusiast, a store of publishable photos with appropriate permissions.
- Materials Store publicity materials such as leaflets, printed documents, bunting, banners, flags and name badges – and organise replacements when needed.
- Flyers Arrange the design, printing and distribution of flyers and posters to brand standard; propose to treasurer an annual budget for flyers; check previous applications to local council to fund u3a publicity and resubmit a new case.

### DESIRABLE SKILLS FOR THE ROLE

An awareness of straight-forward techniques of generating positive publicity.

An awareness of how the u3a is seen from outside the organisation.

An awareness of how to avoid jeopardising good-will of the u3a in the community.