



Committee Roles 2026/27

THE CHAIR

The Chair is elected separately by the members but is a full Committee Member.

The Chair chairs the committee meetings.

The Chair is not directly responsible for the duties and functions of the other members of the Committee but offers support and advice to them as and when needed.

The Chair maintains an overview of all aspects of Dereham U3A and should keep copies of the members and accounts databases, as supplied by the Membership Secretary and Treasurer.

The Chair is in overall charge of overseeing the organisation of the monthly meeting and with other Committee Members ensures the smooth running of all aspects of the meeting. They greet members and are available to speak to them about anything **U3A related**, as required. The Chair makes any relevant announcements at the meeting and oversees the information on the U3A Website and Monthly Newsletter.

The Chair watches out for information from the Third Age Trust and acts on this as appropriate. They are also, where necessary, the representative to outside bodies or passes this to the appropriate person.

Various aspects of this role are shared with other Committee Members, e.g. Secretary/Vice Chair.

VICE CHAIR

- Uphold the constitution of the relevant u3a.
- Be aware of the common responsibilities of all trustees (committee members).
- Deputise for the Chair in his/her absence.
- Assist the Chair in organising special events.
- Act as a sounding board for the Chair.
- Be prepared to help the Chair induct new committee members as Trustees.

THE SECRETARY

The Secretary is the official link with the National Office and other outside bodies.

The role also includes receiving general correspondence, keeping the Chair and committee well informed, compiling the agenda for monthly Committee meetings, in consultation with the Chair and sending this out at least a week before the meeting.

The role also includes the responsibility for booking the venue for monthly meetings and any extra dates as required.

An up-to-date record of all Committee Members contact details should be kept and circulated to the committee, along with keeping full and accurate files including Minutes, advice sheets, information leaflets etc.

The Secretary is responsible for making sure all paperwork is in order for the AGM, making sure members are aware of the date in time and have access to forms for electing new Committee Members (when applicable) and tabling any questions.

MINUTES SECRETARY

This job requires attendance at Committee Meetings to take notes and write up the record of what is discussed although they could be drafted from an audio recording of the meeting in extremis.

Having typed these up, they are emailed to all attendees for approval and once agreed or amended they are put to the committee at the next meeting for approval. A copy of the minutes is provided for the Chair to sign at each Committee Meeting.

TREASURER

- To oversee the finances of the u3a in line with good practice and in accordance with the U3A's governing document (constitution), the wishes of the board (the committee) and charity legislation.
- To take day to day responsibility for the U3A's finances.
- To provide regular reports to the board on the financial position of the u3a.
- To ensure the financial resources meet the present and future needs of the u3a.
- To ensure effective measures, controls and procedures are put in place which are appropriate to the u3a and will safeguard assets and ensure financial security.

- To be instrumental in the development and implementation of appropriate financial, reserves and investment policies in line with the charitable objects/purposes of the U3A.
- The Treasurer also supervises the funds of any of the groups with large cash flows, which entails keeping their funds centralised within the U3A account. In these cases, while the Treasurer will always be able to account for the funds held, it is the responsibility of the individual groups to keep their own accounts and supervise how and where the funds are held and spent. An annual return of these groups is required.

MONTHLY MEETINGS SECRETARY

This position requires the sourcing and booking of speakers for each monthly meeting, selecting speakers on a range of topics that will be interesting, thought provoking and enjoyable.

Speakers are to be advised of our requirements, fees and travel expenses agreed. There is a certain leeway regarding fees but if a speaker requests a fee exceeding £150 this needs to be endorsed by the Committee.

The Monthly Meetings Secretary will keep a record of the speakers, giving a copy to the Memorial Hall stating what equipment will be required on the day and a copy to the Publicity Officer for inclusion in the monthly newsletter and on the website. Speakers should be contacted about 10 days prior to the meeting to confirm details.

The Monthly Meetings Secretary will meet the speaker in the foyer, help with their set up, organise drinking water and refreshments, assist with packing away, as needed and make sure a cheque is available from the Treasurer for payment. An email of thanks is sent following the meeting.

MEMBERSHIP SECRETARY

The position requires the competent use of a computer/laptop.

The Membership Secretary must keep a record of the membership database, is responsible for collecting the subscriptions of members and recording them, must record and update members contact details, must always be present at monthly meetings to join new members, paying all monies received to the Treasurer, deal with National Offices to update the magazine list annually.

The Membership Secretary send out emails to all Members on relevant topics as agreed with the committee.

In addition, in March the Membership Secretary is responsible for organising the membership renewal process and making sure that forms, membership cards etc. are ready. Renewal forms should be on the website for members to access prior to March.

COMMUNICATIONS OFFICER

The job entails being responsible for the creation and issue of the Newsletter, issued monthly, in hard copy and electronic version, collection information from officers and members to create a relevant and current diary of U3A Dereham activities and be a ready point of access for notices of these activities.

They are also responsible for the maintenance and upkeep of the website and encourage members to report activities and provide details for inclusion on the website.

They should also be available to assist in any Dereham U3A activity to promote interest and membership.

GROUPS CO-ORDINATOR

It is the Groups Co-ordinators task to help convenors set up new groups and provide them with all relevant information. This information is available as a pack on the website, and it should be updated as necessary.

- To provide ongoing support to groups as and when needed.
- To invite groups to attend annual open day.
- to assist group convenors with checking membership of their group members as needed.

Revised 14th March 2026