

Rutland U3A Committee Roles

The Chairperson will:

- Lead the committee and share together the collective responsibility of running our u3a
- Ensure our u3a meets its objectives by following our constitution and the law in ensuring effective governance, and act in line with the [u3a Trustee Code of Conduct](#)
- Be responsible for leading meetings of the Committee/Trustees
- Act as spokesperson for our u3a.

The Deputy Chair will:

- Deputise for the Chair
- Be familiar with all necessary committee procedures and
- Be able to assume responsibility at short notice, when needed.

The General Secretary will:

- Be the main point of contact for the committee
- Ensure we meet the objectives of our u3a by following our constitution and the law
- Work closely with the Chair to organise and schedule all committee activity, helping our u3a to run successfully.

The Treasurer will:

- Oversee the finances and financial position of our u3a
- Be collectively responsible, with all Trustees, for our u3a's money, ensuring funds are secure, properly used and accounted for
- Take day to day responsibility for our u3a's finances
- Provide regular updates and reports to the board on the financial position of our u3a
- Put in place effective measures, controls and procedures are in place to ensure financial security of our u3a. This is done in conjunction with all Trustees
- Ensure you meet the objectives of our u3a by following our constitution and the law in ensuring effective governance. Act in line with the [u3a Trustee Code of Conduct](#).

The Groups Coordinator will:

- Facilitate the setting up of new interest groups
- Support and advise Group Leaders
- Ensure good communications between group members, the Committee and the u3a as a whole
- Encourage and support Group Leaders to follow best practice in running their group safely.

The Membership Secretary will:

- Provide information to prospective members
- Be responsible for administration relating to u3a membership e.g. membership joining processes
- Maintain accurate membership records, in the format agreed with the committee
- Be the go-to person at our u3a for new and potential members
- Act in line with the U3A Trustee Code of Conduct

The Speaker Secretary will:

- Develop and deliver a monthly programme of quality speakers
- Across a range of topics of interest to members
- Within an agreed but restricted budget allocation

The Social Secretary will:

- Arrange main functions like annual lunches, outings, and quiz nights.
- Attend executive meetings and report on social plans.
- Keep cost low and track expenses
- set up safety rules for events

The Minutes Secretary will:

- Record accurate meeting notes
- Track key decisions
- Share records with the executive committee members

**There is also a need for Committee Members 'without a portfolio' to 'shadow' existing post holders.