



## **COMMITTEE RESPONSIBILITIES 2019**

### **PRESIDENT**

- Provide leadership to develop and foster the principles of U3A.
- Chair Committee, Monthly and Annual General Meeting meetings.
- In conjunction with Secretary, prepare agenda for Committee meetings.
- Email members reminders of monthly meetings and any other relevant information which will include the names of new members.
- Introduce speakers and welcome new members and visitors at monthly meetings
- Ensure all U3A members are invited to contribute to programme suggestions, ie speakers, excursions.
- Attend and assist with running the programme at new members' morning teas.
- Liaise with Interest Group Co-ordinator in preparation and conduct of annual Interest Group Convenors familiarisation morning tea.
- Ensure U3A Christchurch North West Committee Responsibilities are reviewed annually to reflect current practice.
- As required, foster goodwill with members and members of the public to reflect appreciation or condolences (ie send cards, phone calls).
- Prepare the annual report for circulation and publishing.
- Liaise with other U3A groups through attendance at U3A Network Canterbury meetings (or arrange a deputy) and report back to the Committee.
- Ensure venue is satisfactory and effective for our monthly meeting needs.

### **VICE PRESIDENT**

- Ensure Agenda is prepared for Committee meetings and assist President on matters requiring attention
- Deputise for the President when necessary to run the Committee and the Monthly Meetings.
- Be responsible for greeting members on arrival.
- Ensure venue is satisfactory and effective for our monthly meeting needs. Liaise with owners re the requirements for use and with the Committee to ensure administration happens. Ensure meetings run smoothly.
- Be responsible for holding the venue key and open the building for the monthly meetings.
- Attend U3A Network Canterbury meetings with the President, to provide assistance and communication amongst participating groups.
- Be host for the Interest Group Convenors and New Members Morning Tea events and run the meetings.

## **SECRETARY**

- Take minutes of Committee meetings and distribute to Committee members within a week of the committee meeting.
- Liaise with President to ensure Agenda is prepared for Committee meetings.
- Keep records and correspondence online.
- Book monthly and committee meeting venues.
- Every year, update list of Committee member details and monthly/committee meetings dates/locations. Distribute to all Committee members.
- Ensure Committee members have appropriate access to U3A Google account and train them to know how to use the system.
- In liaison with the President notify all members of the Annual General Meeting and prepare nomination forms for AGM
- Arrange any required media advertising.

## **TREASURER**

- Responsible for all financial transactions associated with the group's activities
- Circulate monthly update and bank statement to Committee prior to meetings
- In January, email out invoices to current membership. Collect and bank subscriptions and record receipts (online, cheque or cash) in Master Membership List. Follow up any unpaid members by the March committee meeting.
- Collect and bank subscriptions/visitors' monies received on a monthly basis.
- Control cheque account. Pay accounts on authorisation by the Committee.
- Arrange the honorarium for guest speakers as required.
- Liaise with Membership Coordinator to ensure all membership payments received are noted and recorded online in the Master Membership List.
- Liaise with Excursion Coordinator re the collection of excursion monies and associated payments/donations.
- Prepare annual budget for the next financial year for presentation to the October committee meeting prior to presentation at the AGM.
- Arrange for annual payment of levy to U3A network.

## **MEMBERSHIP COORDINATOR**

- Maintain Membership desk at monthly meetings and be focus point for members (new and existing).
- Be responsible for maintaining the Online Master Membership list ensuring it is up to date with contact details, resignations, new members etc and report relevant changes to Committee Meeting each month.
- Liaise with Interest Group Convenor to confirm membership status of interest group attendees.
- Be responsible for maintaining members' details in Gmail Contacts list so it reflects the Master Membership List.
- Send New Members information to Members' Label Coordinator to ensure label is prepared for the next monthly meeting.
- Liaise with Treasurer on recording subscription payments.
- At Committee meetings arrange dates for new members' morning/afternoon tea functions. Be responsible for the administration of the New Members' Morning Tea, including venue, invites, food and beverage.

### **MEMBERS' LABEL CO-ORDINATOR**

- Create labels for members. The Committee members' labels to show their position, and Interest Group Convenors to show their respective groups.
- Be responsible for the Name Label boards. Set up at monthly meetings by 9.30 am and collect all labels at end of meetings
- After each monthly meeting, liaise with Membership Coordinator to ensure Name Boards are up to date with resignations and new members.
- Each month, report to Committee Meeting on attendance of members at the last monthly meeting.

### **SPEAKER COORDINATOR**

- The Speaker Co-ordinator shall produce a list of possible speakers twice yearly in October and April. This list shall be circulated to Committee members for discussion, preference and approval from which a programme will be set for a minimum of three speakers in advance.
- Be responsible for the 'thank you' cards for speakers.
- Arrange people to express thanks to the speaker; committee members to be included.
- Liaise with speaker to determine technology needs. Determine if the speaker will provide their own technology requirements for the presentation.
- Email speakers with confirmation of time, date, venue, starting time, speaker's preference for payment and technology requirements, parking facility at venue. Copy this email to Treasurer, Technology Coordinator
- If preference is for internet payment, ascertain the appropriate bank account details and pass to the Treasurer.

### **INTEREST GROUP COORDINATOR/S**

- Maintain a current list of Interest Groups. This list shall record Interest Group convenors, members and vacancies.
- Provide up to date information of changes/new groups to the Committee at Committee meetings
- Act as liaison between Interest Group convenors and the Committee
- Where practicable, liaise with Interest Groups by attendance at one meeting of each group per year
- Be responsible for maintaining up to date information on Interest Group boards.
- Foster new groups, perhaps using New Members' interests as a starting point.
- Provide details of Interest Groups' activities by the October committee meeting for inclusion in President's report for the AGM
- Ensure that Interest Group convenors are aware of and adhere to interest group membership guidelines.
- Be aware of Interest Group Convenor roles

### **INTEREST GROUP CONVENORS**

- Keep an up to date list of members of their group.
- Ensure that all members of their interest group are financial members of U3A Christchurch North West. Check with Membership Co-ordinator if unsure.
- Ensure that all members of their interest group are aware of where and when meetings will take place.
- Liaise with Website Co-ordinator if changes need to be made to website information.
- As required assist the Interest Group Co-ordinator at the monthly meeting on the Interest Group boards.
- Liaise with the Interest Group Coordinators when circumstances within the group change.

## **TECHNOLOGY COORDINATOR**

- Maintain instruction manual on the venue sound system.
- Set up sound system, microphones and computer (slideshows, music) at the beginning of each general meeting, preferably at least 20 minutes beforehand. Fit the speaker with a head set.
- Monitor the sound desk during the general meeting. Distribute hand held microphones.
- Shut down the sound desk at the conclusion of the meeting ensuring that all equipment is accounted for.
- Provide training for an assistant to cover in the absence of the Technology Coordinator.

## **EXCURSION COORDINATOR**

- Prepare yearly excursion programme with events that shall continue/emphasise the U3A element of 'learning'.
- Organise and administer all details for group events, which will be self-funding, and which MAY include lunches, excursions and other special events. Confirm numbers and catering if an outside venue is used.
- Maintain sign-up sheets at monthly meetings.
- Be responsible for collecting monies from members for these excursions which includes accessing online the U3A bank account to check the payments received. Encourage members to use online payment facilities, but if cash is received, ensure it is banked.
- Liaise with Treasurer to ensure any required payments/donations are sent to venue organisers.

## **WEB ADMINISTRATOR**

Is appointed by the Committee and may be a Committee member, or a branch member who is suitably qualified.

- Manage branch website to ensure it is up to date and working efficiently especially speaker and excursion programmes, interest groups, committee etc.
- Consult with the Committee before any significant changes are made to either the web design or web content (other than monthly updates).
- Ensure that any costs related to the site are paid on time.
- Monitor site for member feedback, particularly via Gmail account. As required, respond with any feedback & forward to appropriate Committee member..
- Provide website feedback to Committee.

## **HOSPITALITY**

- All committee members are responsible for acting as good hosts by meeting and greeting members/guests at each meeting.
- Committee members to arrive at monthly meetings by 9.15 am.
- A morning tea person will be appointed by the Committee to prepare and service morning teas. This person is responsible for the purchase of morning tea supplies for which they will be reimbursed.

## **U3A NETWORK REPRESENTATIVES**

- Attending U3A Network Canterbury meetings to provide assistance and communication amongst participating groups
- Two representatives, usually President and one other, are eligible to attend.