



## COMMITTEE RESPONSIBILITIES 2020

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### **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
- 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 and Membership Co-ordinator in preparation of annual Interest Group Convenors familiarisation briefing/morning tea and New Members Morning Teas.
- Ensure U3A Christchurch North West Committee Responsibilities are reviewed annually to reflect current practice.
- Delegate responsibility for holding the venue key, open the building, turn on lights, heaters on and off (if required) for the monthly and committee meetings.
- 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.

### **VICE PRESIDENT**

- Deputise in the absence of the President at monthly and committee meetings
- Ensure Agenda is prepared for Committee meetings and assist President on matters requiring attention
- 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, (starting in November through to October) and email to Committee members within a week of the committee meeting.
- Liaise with President to ensure Agenda is prepared for Committee meetings.

- Keep Committee Meeting papers (minutes, financial records and correspondence) online in the U3A Google Drive.
- Annually, book monthly and committee meeting venues.
- Annually, in November after the AGM, update list of Committee member details and monthly/committee meetings dates/locations. Email to all Committee members and file online.
- In liaison with the President notify all members of the Annual General Meeting and prepare nomination forms.

## **TREASURER**

Responsible for all financial transactions associated with the group's activities.

### **Income:**

- Administer the Treasurer position (alongside the Membership Coordinator) at monthly meetings and be focus point for members (new and existing) to collect cash subscriptions and answer any financial queries.
- Bank subscriptions/visitor monies received, once a month.
- Within a week of the monthly meeting, update subscription information by completing columns A, B and C of the Master Membership List (MML).
- In January, email out subscription invoice to membership. Enter online or cash receipts into the MML with date.
- Report number of unpaid members to the March committee meeting where follow up action will be decided.

### **Outgoings:**

- Control financial aspects for the U3A financial year which runs from November 1 to October 31.
- Be signatory on U3A Christchurch North West bank account. Manage bank account.
- By the Friday prior to the Committee meeting, prepare and circulate the Treasurer's Report to the Committee. This report to consist of the Monthly Reconciliation Statement and the Receipts and Payments plus a PDF copy of the corresponding monthly Kiwibank statement.
- The Treasurers Report will be produced in Excel and will be filed in the U3A Drive Account. At the end of the financial year, the complete year transactions will be able to be seen in one file.
- Pay accounts on authorisation of the Committee.
- Pay the guest speaker's fee according to instruction from Speaker Coordinator.
- When required, pay the Membership Levy to U3A Network Canterbury Inc.
- Pay any Excursion costs as directed by Excursion Coordinator.

### **Other:**

- Prepare annual budget for the next financial year for presentation to the October committee meeting prior to presentation at the AGM. Present as part of the Treasurer's Report for that month.
- Prepare and present the Financial Report for the year to the AGM.

### **MEMBERSHIP COORDINATOR**

- Maintain Membership desk at monthly meetings and be focus point for members (new and existing) and visitors.
- Collect visitor donations and give to Treasurer.
- Give number of visitor and new member information to President before the monthly meeting starts.
- Retain Visitor Form and followup any prospective members.
- Be responsible for maintaining online the Master Membership List (MML) ensuring it is up to date with contact details, resignations, new members etc and report to Committee Meeting each month.
- Be responsible for maintaining members' details in Gmail Contacts list so it reflects the MML.
- Conduct audit comparing MML & Contacts list in January, prior to the subscription process to reconcile the accuracy of the data.
- Send New Members information to Members' Label Coordinator to ensure label is prepared for the next monthly meeting.
- Be responsible for the administration of the New Members' Morning Tea, including date, programme, venue, invites, food and beverage.

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

- Create labels for members. Committee members' labels to show their position, and Interest Group Convenors to show their respective groups with different colour card
- New members labels to have a red dot sticker on the outside for six months.
- 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 committee meeting, use the latest MML 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**

#### **For the Committee Meeting:**

- Produce a list of possible speakers, twice yearly in November and May, for circulation to Committee members for discussion and approval, from which a programme will be set for a minimum of three speakers in advance
- At each committee meeting, ensure speaker programme details are reported.
- Ensure this programme information is given to Web Administrator for website updates.

- Develop a Manual with step-by-step procedures to hand onto the successor in the Speaker Coordinator role.

#### **For the Monthly Meeting:**

- Email speakers with confirmation of time, date, venue, starting time, parking facility etc. Advise speaker of venue technology capabilities and determine technology required. Copy this email to Treasurer, Sound Desk Coordinator and President.
- Ascertain speaker's bank account details for payment and forward this information to the Treasurer.
- Organise the 'thank you' people for the speakers.
- Post speech, email and acknowledge speaker contribution.

#### **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 will 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 on line in advance from participants.
- Access online the U3A bank account to check the payments received, but if cash is received, ensure it is banked.
- Produce a computer generated report of participants for each excursion as well as name labels.
- Liaise with Treasurer to ensure any required payments/donations are sent to venue organisers.
- Provide financial breakdown of each event so Committee Members can see where monies came from and went to and Secretary can record in the minutes.

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

##### **For the Interest Groups:**

- Maintain a current list of Interest Groups which shall record Interest Group convenors, members and vacancies.
- Liaise with Interest Group Convenors to confirm membership status of interest group attendees.
- 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.
- Be aware of Interest Group Convenor roles.
- Ensure that Interest Group convenors are aware of and adhere to interest group membership guidelines.

- Be responsible for the administration of the Interest Group Convenors Morning Tea, including programme, venue, invites, food and beverage.

#### **For the Committee Meeting:**

- Provide up to date information of changes/new groups to the Committee meetings.
- Act as liaison between Interest Group convenors and the Committee.

#### **Other:**

- Provide details of Interest Groups' activities by the October committee meeting for inclusion in President's report for the AGM
- Develop a Manual with step-by-step procedures to hand onto the successor in the Interest Group Coordinator role.

### **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 IG Coordinator if unsure.
- Ensure that all members of their interest group are aware of where and when meetings will take place.
- Liaise with Interest Group Coordinator when changes to the website are required.
- Liaise with Interest Group Coordinator if circumstances within the group change

### **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 more, are eligible to attend.

## **NON-COMMITTEE APPOINTMENTS**

The following positions may be filled by a Committee member, or a branch member who is suitably qualified.

### **WEB ADMINISTRATOR/IT COORDINATOR**

- 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.
- At the beginning of each year, ensure committee members who require access to the U3A Google Account are authorised and trained to undertake their roles.
- Develop a Manual with step-by-step procedures to hand on to the successor in the Web Administrator/IT Coordination roles.

### **SOUND DESK COORDINATOR**

This position does not need to be a Committee member but liaises with President.

- Ensure that there will always be a Sound Desk Technician available to set up the monthly meeting.
- Be responsible for holding the instruction manual on the venue sound system & ensure it is up to date.
- Organise training for any new technicians.

### **SOUND DESK TECHNICIAN/S**

Reports to the Sound Desk Coordinator.

- Arrive at the venue no later than 9.30 am on monthly meeting days in order to set the systems up.
- Operate the sound desk at Papanui Baptist Church including all microphones in the auditorium, the speakers' headset, the computer and any software or apps that may be required eg Powerpoint, internet.
- Operate drop down screen.
- Close system down at the conclusion of each meeting.