

HASLEMERE U3A – JOB DESCRIPTIONS

Chairman

The Chairman should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Agree draft minutes of meetings with Business Secretary before they are circulated to the committee
- ◇ Support the 'local link' of neighbouring U3A's (which meets every 6 months)
- ◇ Take the initiative (in conjunction with the committee) to:
 - promote and encourage new ventures and ideas for the further development of the U3A
 - set dates for enrolment, terms, Christmas party, "thank you to organisers/ leaders party" and other events (these should be published in the Spring Bulletin)
 - recruit new committee members to replace those retiring
 - encourage the formation of new groups/leaders

Treasurer

The Treasurer should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Receive and deposit all moneys primarily being:
 - membership and joining fees collected at enrolment day and by the Membership Secretary during the year
 - class fees (usually 50p) collected and submitted by Group Organisers
 - monthly meeting fees (usually 50p)
 - Gift Aid
- ◇ Pay expenses as necessary including rents, speakers, class expenses, U3A central office fee, insurance and administration costs. Wherever possible payments to be made by cheque (these require two signatures)
- ◇ Deposit surplus funds with CCLA to optimise interest
- ◇ Maintain proper accounts and submit a monthly report thereon to the committee
- ◇ Prepare an Annual Statement of Account, have this audited and submit to the AGM
- ◇ Compile a record of Gift Aid eligible collections from members (membership and class fees) and make an annual claim
- ◇ Maintain a correct list of signatories (4) with Lloyds TSB Bank
- ◇ Make annual return to the Charity Commission
- ◇ Help with social functions

Membership Secretary

The Membership Secretary should:

- ◇ Attend all committee, monthly and annual general meetings and enrolment day
- ◇ Maintain a database and card index of current members
- ◇ Deal with enquiries from potential and current members
- ◇ Prepare envelopes for mailing
- ◇ Send out newsletters, renewal forms, renewal receipts, membership cards, reminder letters re renewal
- ◇ Pass over money collected to Treasurer
- ◇ Help with social functions

Business Secretary

The Business Secretary should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Write up the minutes of committee meetings
- ◇ Liaise with Chairman for verification of the Minutes
- ◇ Distribute the Minutes to committee members
- ◇ Deal with incoming post as appropriate
- ◇ Help with social functions

Groups Co-ordinator

◇ The Groups' Co-ordinator should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Liaise with Group leaders/organisers to:
 - provide support, help solve problems, etc. to ensure smooth and efficient running of groups
 - ensure they provide an up-date of their groups' activities for the June bulletin and newsletters
- ◇ Help in the setting up of new groups (venues, equipment available)
- ◇ Initiate meeting(s) between organisers/leaders and committee
- ◇ Help with social functions

Development Officer

The Development Officer should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Investigate equipment (visual aids, etc.) costs and funding sources
- ◇ Provide a list of available resources to group organisers/leaders
- ◇ Liaise with Groups' Co-ordinator in the setting up of new groups
- ◇ Help with social functions

Monthly Meeting Officer

The Monthly Meeting Officer should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Circulate all members on e-mail in advance of monthly meetings
- ◇ Arrange speakers for monthly meetings by:
 - researching speakers used by other organisations
 - collecting together suggestions from the committee/U3A members
 - discussing the suggested programme with the committee
 - communicating with the speaker re time, place, cost and practical details
 - opening up Hall/ meeting speaker / helping speaker to set up
 - organising tea rota / arranging for a vote of thanks
- ◇ Help with social functions

Accommodation Officer

The Accommodation Officer should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Arrange the necessary bookings for U3A groups (after the programme has been approved by the committee and before enrolment day)
- ◇ Arrange changes/cancellations to scheduled bookings at request of leaders/organisers
- ◇ Liaise with Haslemere Hall – tel: 642161; St John Ambulance – tel: 643041; the Link – tel: 644578

News Sheet Editor

The News Sheet Editor should:

- ◇ Attend all committee, monthly and annual general meetings
- ◇ Produce a News Sheet (July) and occasional shorter bulletins as needed for distribution to members. These will contain information re past and forthcoming activities and, in July, the programme for the forthcoming year.
 - Liaise with committee/leaders/organisers to produce and print:
 - the programme of group meetings for the forthcoming year
- ◇ the membership renewal forms
- ◇ Ensure the U3A web pages are kept up to date

Publicity Officer

The Publicity Officer should:

- ◇ Once a year, immediately after the AGM, draft a revised recruitment leaflet for comment at committee meeting. When approved by committee, obtain quotation for printing and get clearance from treasurer. Order printing and distribute to Haslemere Hall, the Museum, and the Library. Initial print run of 300 copies. Top up supplies to the three locations from time to time.
- ◇ Immediately after the Branch AGM write to Haslemere town Information Officer at Haslemere Museum to provide up-to-date information about the Branch for the town Information Office
- ◇ In January each year, design a new advertising slide for projection in the Haslemere Hall cinema. Submit to committee for comment. Advisor on design of slide is Hamish Donaldson, tel: 01428 644473 – e-mail: donaldson@haslemere.com
- ◇ Have a supply of recruitment leaflets available at the monthly general meetings to hand out to non-members
- ◇ Immediately after each monthly meeting write to the Haslemere Herald with a report on the recent meeting, and publicising the following monthly meeting to which we would welcome non-members
- ◇ In the first week of every month, write to The Haslemere Guide – e-mail: judith@haslemereguide.co.uk to seek publicity for the following monthly meeting. The guide is delivered to Haslemere homes monthly.