**Ashfield U3A**

**Job Profiles (to take effect from March 2024)**

Posts marked with \* will always be committee posts. All others could be non-committee roles

**\*Chairperson ( Plus Vice )**

* Responsible for the overall management of the U3A through the Committee in line with guidance from the Third Age Trust and the Charity commission, Ashfield U3A’s constitution and policies
* To promote and maintain links with outside agencies such as the network groups ( See TAT website for further details)

**\*Secretary (plus assistant or business secretary)**

* Responsible for committee organisation including, booking of venues for meetings and preparation of agendas in consultation with the Chairman.
* Sending out agendas to members together with any discussion papers
* Checking meetings are quorate.
* Ensuring decisions regarding tasks determined at meetings are conveyed to members for action.
* Maintaining full and accurate records referencing to Webmaster for inclusion on Website as necessary. Maintaining the information on the charity commission website
* Receiving documentation from national office and the charity commission and passing on relevant documentation to the committee. Checking the TAT website for relevant updates.
* Ensuring that policy documents are kept up to date.
* Being familiar with the constitution to help committee decisions at meetings.
* Being responsible for TAT report
* Being responsible for Charity commission report
* Preparing the information pack for new committee members

\*T**reasurer (plus assistant)**

* Responsible for the efficient handling of all financial matters with strong financial management
* Maintaining full and sufficiently detailed records
* Prepare monthly reports for Committee and annual audited accounts for the AGM.
* Advising committee on appropriate annual membership fees
* Presenting Treasurer's report at AGM
* Gift aid
* Annual return to TAT and charity commission in liaison with the membership secretary and the nominated charity commission contact as these are mainly financial documents

**\*Membership Secretary (plus assistant)**

* Responsible for the introduction of new members annual renewal process and maintenance of the database of all categories of membership. Provide reports and statistics to the committee as required. Maintain record of membership subscriptions.
* Liaise with Newsletter Editor regarding Newsletter numbers required and distribute to postal members.
* Distribution of notices in relation to AGM/EGMs to all categories of membership.
* Liaise as necessary with the Webmaster, throughout the year, for preparation of Membership cards for new members. Preparation of badges for new members.
* Preparation of monthly meeting sign in sheets and oversight of the buddy system and greeters

**Groups Co-ordinator (plus assistant)**

* Oversight of all Interest Groups within the U3A
* Encourage members to form and maintain new interest groups.
* Encourage duplicate groups when groups are full.
* Ensure that Group Leaders are aware of the importance of managing their finances carefully.
* Make group leaders aware of their responsibilities regarding the implementation of policies.
* Hold meetings with Group Leaders on a regular basis with a view to dialogue and discussion of common issues.
* Maintain up to date information on the boards, website and newsletter.
* Liaise with groups co-ordinators in other U3As as necessary.

**Programme Secretary - (may need some back up if they are absent from the meeting)**

**but no assistant)**

* Resource suitable speakers for monthly meetings agreeing any fees involved to a limit set by the Committee.
* Identify requirements required for delivery of presentation and liaise with Sound and Visual engineer as necessary.
* Arrange parking as necessary.
* Meeting speaker, assisting as necessary and introducing to Chairman.
* At conclusion of meeting pay fee by cheque from Treasurer.
* Assist as necessary and see safely off premises.

**Webmaster**

* Responsible for the development, maintenance and data protection compliance of the

U3A website and online newsletter operated through contracted 3rd party data processors 123-Reg; Dropbox and Flipsnack respectively

* Ensuring that site information is relevant and regularly updated in each case.

**Newsletter** **Editor**

* Prepare monthly Newsletter content in liaison with others as necessary having regard to Data Protection Regulations.
* Encourage Group Leaders to submit interesting short articles including visual images concerning their group activities for inclusion in the monthly Newsletter.
* Liaise with Webmaster in respect of duplication of information for inclusion.
* Liaise with Membership Secretary in respect of numbers required for distribution to Postal Members

**Social event co-ordinator**

* Take the lead in committee for the development and delivery of social events and activities.

**Beacon Administrator**

* Responsible for overall management of the Beacon system for Ashfield U3A
* Keep up to date with communications from the TAT beacon team.
* Communicate local issues to the TAT beacon team.
* Allocate ID’s, passwords, and access rights to system users.
* Train system users as appropriate for their needs
* Distribute Beacon news and information updates to system users.
* Act as first line support to system users
* Advise Ashfield U3A committee about Beacon developments and further uses of Beacon.