

FERNDOWN U3A COMMITTEE ROLE DESCRIPTIONS

The Committee is responsible for the overall management and administration of Ferndown U3A. All members share collective responsibility for decisions and must act in the best interests of the organisation and its members.

1. CHAIRPERSON

Purpose: To lead Ferndown U3A and ensure it operates effectively and in line with the U3A ethos.

Key Responsibilities:

- Chair committee meetings and the Annual General Meeting (AGM).
- Ensure meetings are conducted efficiently and democratically.
- Provide leadership and direction for the committee.
- Represent Ferndown U3A at regional and national U3A events.
- Liaise with the Third Age Trust and local network.
- Support and encourage other committee members and group leaders.

2. VICE-CHAIRPERSON

Purpose: To assist the Chair and deputise when needed.

Key Responsibilities:

- Stand in for the Chair when they are unavailable.
- Share leadership duties and support the running of meetings and events.
- Assist with planning for future leadership succession.
- To have a committee role

3. TREASURER

Purpose: To manage Ferndown U3A's finances in a transparent and responsible way.

Key Responsibilities:

- Maintain accurate financial records and bank accounts.
- Prepare and present regular financial reports to the committee.
- Produce annual accounts for independent examination and AGM presentation.
- Handle income, payments, and expense claims.
- Monitor membership subscriptions and event fees.
- Ensure compliance with charity and U3A financial policies.

4. MEMBERSHIP SECRETARY

Purpose: To manage all aspects of member administration.

Key Responsibilities:

- Maintain a secure and up-to-date membership database.
- To provide information to prospective members.
- Process new memberships and renewals.
- Issue membership cards and welcome information.

- Provide membership data for reports and mailings.
- Ensure compliance with data protection regulations.
- Support the recruitment and retention of members.

5. ACCOMMODATION COORDINATOR

Purpose: To coordinate the groups from the group forms and allocate a venue to each where necessary.

Key Responsibilities:

- Liaise with venues.
- Research new venues where possible and visit venues to ensure they meet our needs.
- To adjust accommodation as and when required.
- Keep the treasurer up to date with costings.

6. MINUTE SECRETARY

Purpose: To manage the administrative and legal affairs of Ferndown U3A.

Key Responsibilities:

- Prepare and circulate agendas, minutes, and reports.
- Keep accurate records of meetings and committee decisions.
- Manage correspondence and maintain official documents.
- Ensure compliance with the U3A constitution and data protection requirements.

7. BROCHURE EDITOR

Purpose: To facilitate the production of a brochure in interest groups on an annual basis

Key Responsibilities:

- Produce the new brochure for the following academic year
- Liaise with group leader, accommodation officer, visit, events, and speaker coordinators
- Ensure it is proofread by at least two proofreaders – using PDF version.
- Liaise with the printers
- Support the delivery to all Fu3a members.

8. GROUPS COORDINATOR

Purpose: To oversee and support the operation of all interest groups.

Key Responsibilities:

- To act as the first point of contact and provide support for any queries, problems, challenges that might arise in the running of an interest group
- Help start new groups and recruit leaders when needed.
- Assist with venue arrangements and communication between groups.
- Encourage variety and inclusion across the programme.

9. SPEAKER SECRETARY

Purpose: To arrange speakers and programmes for monthly meetings.

Key Responsibilities:

- Source, book, and confirm speakers for main meetings.
- Ensure suitable equipment and facilities are available.
- Liaise with speakers and coordinate event logistics.
- Provide details for publicity and newsletters.
- Collect feedback and maintain a list of recommended speakers.

10. PUBLICITY & COMMUNICATIONS OFFICER

Purpose: To promote Ferndown U3A within the community and to members.

Key Responsibilities:

- Produce and distribute newsletters, website content, and announcements.
- Manage publicity for open days and recruitment events.
- Liaise with local media outlets when appropriate.
- Ensure consistent and positive messaging.

11. COMMUNITY LIAISON

Purpose: To help maintain the friendly and caring ethos of Ferndown U3A.

Key Responsibilities:

- Send greetings, sympathy, or congratulatory messages on behalf of the U3A.
- Support new members and promote inclusion.
- Coordinate refreshments and hospitality at events.
- Encourage a welcoming atmosphere at meetings.

12. BEACON ADMINISTRATOR

Purpose: Maintain all the data held on the system and ensure it is up to date/accurate

Key Responsibilities:

- Have a clear understanding of GDPR
- When sending emails, track all non-deliveries and contact addressee(s) to resolve issues.
- Add system users as requested and allocate role access.
- Deal with all queries and problems reported by system users.
- Provide training for users (especially Group Leaders) on how to use the Beacon system.
- Check the audit Log for activity and report at Committee Meetings.
- Be aware of updates and amendments by the Beacon Team and roll out to users as required.

13. SAFEGUARDING & INCLUSION COORDINATOR

Purpose: To promote, well-being, prevents harm, and ensures equality and fairness within Fu3a

Key Responsibilities:

- To identifying and responding to concerns raised by members of Fu3a
- To developing and implementing policies where appropriate
- To arrange training and awareness when required
- To Liaise with families or external agencies if necessary
- To promote equality and diversity

14. HEALTH & SAFETY COORDINATOR

Purpose: To ensuring that activities of Fu3a are conducted safely and in line with legal and organizational guidelines.

Key Responsibilities:

- To maintain procedures for reporting accidents and near misses.
- To ensure that incident forms are available and completed correctly.
- To keep up to date with national U3A health and safety guidelines and communicate changes to relevant parties.
- To maintain accurate records of risk assessments, incidents, and safety checks.
- To maintains an equipment inventory.
- To arrange inspection and safety check of equipment. (PAT)

15. EVENTS COORDINATOR

Purpose: To devise a varied and stimulating programme of activities, events and visits during the year, open to all FU3A members

Key Responsibilities:

- To devise a varied and stimulating programme of activities, events during the year.
- To bring to Committee plans for such a programme
- To report back to Committee on the success of each event
- To communicate each event to members in advance
- To liaise with the accommodation officer.

16. VISITS COORDINATOR

Purpose: To devise a varied and stimulating programme of activities, events and visits during the year, open to all FU3A members

Key Responsibilities:

- To devise a varied and stimulating programme of visits during the year.
- To bring to Committee plans for such a programme
- To report back to Committee on the success of each visit
- To communicate each visit to members in advance
- To liaise with the Treasurer regarding costs
- Book coaches
- Liaise with venues

17. WEBSITE COORDINATOR

Purpose: To maintain a user-friendly website to promote Ferndown U3A

Key Responsibilities:

- To edit/add information provided by committee members and group leaders
- To maintain Up to Date and relevant content.
- To encourage interaction with members and group coordinators
- To monitor web content in line with the Data Protection Act
- To ensure content does not breach Copyright guidelines

10. GENERAL COMMITTEE MEMBERS

Purpose: To contribute actively to the running of Ferndown U3A.

Key Responsibilities:

- Attend and participate in committee meetings.
- Share ideas and assist in planning and decision-making.
- Take on short-term projects or support specific functions (e.g. events, publicity).
- Represent the views of members.
- Uphold the U3A's principles of lifelong learning, sharing, and friendship.

ALL COMMITTEE MEMBERS ARE EXPECTED TO:

- Abide by the U3A's guiding principles and policies.
- Work collaboratively and respectfully with others.
- Maintain confidentiality where appropriate.
- Support the sustainability and good reputation of Ferndown U3A
- To carry out a comprehensive handover to the new coordinator

Each role has a more detailed role descriptor which can be obtained on request.