

# JOB DESCRIPTIONS

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<b>Reviewed and revised:</b>	MAY 2026 - updated and addition of Health & Safety & Accessibility Role
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**COMMITTEE ROLES**

**2026 LIST OF OFFICERS**

**Executive Officers**

1. Chair
2. Vice Chair
3. Treasurer
4. Secretary

**Non-Executive Officers**

5. Membership Secretary
  - a. Deputy Membership Secretary
6. Groups Co-ordinator
  - a. Deputy Groups Co-ordinator
7. Communications Officer
8. Beacon/Facebook/Website Administrator
9. IT Administrator
10. Accessibility/HSE/Safeguarding Officer
11. Committee Member

**Non-Committee Officers**

1. Deputy Membership Secretary
2. Deputy Groups Co-ordinator
3. Venues Officer
4. Events Co-ordinator
5. Keyworker

## 1. CHAIR

- a) To promote Saltburn District u3a to the general public – through Open Days, and Publicity (via Communication Officer). Occasionally represent SDu3a at public meetings.
- b) To chair monthly committee meetings – recognising the roles of other members of the Committee and encourage the Committee membership to prepare for the longer-term development of SDu3a.
- c) To liaise with the Secretary about agendas for committee meetings.
- d) To review Policy Review Schedule monthly and ensure those due are included in the appropriate agenda.
- e) To prepare a calendar for suggested topics of discussion during the year in liaison with the Secretary.
- f) To represent the Committee at Monthly Update Meetings and make general announcements to members attending.
- g) To hold the key to the general meeting venue, OR allocate this to a nominated person, and arrive early to admit helpers.
- h) To uphold the SDu3a Constitution and propose constitutional changes at the AGM when organisational difficulties occur due to conflict with the current constitution.
- i) To chair the Annual General Meeting and prepare a report for members.
- j) To liaise with the Groups Coordinator about Open Days and the annual Group Leaders' lunch.
- k) To liaise with the Membership Secretary or nominated person about New Members' meetings.
- l) To liaise with the Webmaster to keep the website up-to-date.
- m) To contribute a Chair's letter to the SDu3a newsletters.
- n) To monitor requirements of the Charity Commission by periodic checks on the Charity Commission website.

- o) To liaise with u3a National Office to resolve problems that arise during day to day running of SDu3a.
- p) To keep up to date with National and Regional developments and documentation and share with committee members.
- q) To attend – when possible – Regional Meetings and liaise with region re training etc.

## **2. VICE CHAIR**

- a) To provide general support to the chairperson.
- b) To deputise for the chairperson at Committee meetings, Update Meetings and other events as necessary.
- c) To actively promote the role of the Committee to the membership and prepare training material for members considering putting their names forward for a place on the Committee.
- d) To attend Committee Meetings.
- e) To input skills to the running of the organisation appropriate to his/her personal knowledge and experience.
- f) To accept the nomination as Chairperson when the Chair position becomes vacant.
- g) To engage in Regional and National topics of u3a on behalf of the Chairperson.
- h) To attend Regional and National events as appropriate including deputising for the Chairperson at such events when necessary.

## **3. SECRETARY**

To attend monthly meetings whenever possible and work together with all committee members for the promotion and smooth administration of Saltburn District u3a including:

### **Minutes**

- a) Send a reminder to committee members a week before monthly meeting requesting reports and agenda items.

- b) Liaise with Chair to finalise agenda and circulate to the committee with reports no later than Tuesday morning before meeting.
- c) Take the minutes at meeting, type and send to Chair for editing asap.
- d) Circulate completed minutes for approval at next meeting.
- e) To store agendas, minutes and relevant supporting documents according to the SDu3a retention guidelines.

**Policies/Record Keeping**

- a) Check Policy Review Schedule, circulate policy due for review with agenda and reports for that month.
- b) Make changes to policy as agreed by the committee, circulate and file after approval.
- c) Maintain electronic file folders for u3a documents and ensure regular backups are made.

**National Contact**

- a) Complete and submit the Third Age Trust Annual Report (April) and forward full copy to the Treasurer for payment.
- b) Advise Charity Commission of changes of Trustee tenure/appointment .
- c) To receive and circulate online correspondence, within the committee, from u3a National and Regional Offices as appropriate.

**AGM**

Follow procedure for issuing AGM notices – see separate document.

#### 4. TREASURER

To control and report on the finances of the organisation and to recommend to the trustees the levels of fees for membership and group activities so that a positive balance in the organisation's accounts is maintained by:

- a) Acting under the direction of the trustees on any financial matter relating to the organisation that will normally be under the following points.
- b) Banking or supervising the banking of the collected fees.
- c) Attributing the collected fees and keeping records of these.
- d) Paying all due invoices and expenses for group activities and administration costs.
- e) Attributing all payments and keeping records of these.
- f) Acting as the named representative with the bank(s) and being responsible for communicating with them.
- g) Reporting on a regular basis to the trustees the state of the organisation's finances and recommending necessary action to maintain a positive bank balance.
- h) Reporting to the trustees any suspicious financial activity or event so that appropriate action can be agreed and taken.
- i) Recommending an independent external examiner/auditor for the accounts to the trustees and for approval at the AGM.
- j) Preparing the financial information required for external, independent examination or audit and liaising with the examiner/auditor.
- k) Receiving and presenting the Annual Report of accounts for the approval of the trustees and the AGM.
- l) Preparing the Annual Accounts, have them checked and audited according to legal requirements and present these to the AGM after approval by the trustees.
- m) Ensuring that the Accounts are submitted to the Charity Commission by the Auditors.
- n) Submit Annual Return to the Charity Commission within the required timescales.

- o) Maintain a list of SDu3a resources. Note: there is a separate person tasked with the verifying of the electrical resources.

## **5. MEMBERSHIP SECRETARY**

Abide by the SDu3a Data Protection Act, Privacy Policy and other u3a requirements to:

- a) Regularly review, update and obtain minuted approval for SDu3a membership form(s), payment information and Rules of Membership forms.
- b) Liaise with the Webmaster to ensure that up to date information and forms are available on the "How to Join" webpage.
- c) Ensure that membership folders in libraries are replenished and collect new member applications on a regular basis.
- d) Attend or arrange cover for a membership table to recruit new members at SDu3a Update Meeting, Theatre Group meetings and any other events where there is the potential to recruit new members.
- e) Be knowledgeable about Gift Aid and assist new members to make the decision to Gift Aid their subscription.
- f) Using the Beacon Database, prepare and submit Gift Aid submission for 1<sup>st</sup> April – 31<sup>st</sup> March by November each year.
- g) Receive full training on all aspects of membership for the Beacon Database and enrol for review training annually.
- h) Using the SDu3a Beacon Database, enter new members' details keeping accurate and up to date record of all members and use to present up to date statistical information for monthly committee meetings.
- i) Using the SDu3a Beacon Ledgers, enter all types of payment to add or renew membership. Keep complete auditable records of all monies received (receipt books etc).
- j) Retain membership forms in either hard copy or by electronic means (scanning) and keep in a secure place until no longer needed as per SDu3a retention guidelines; hardcopy forms and information should then be confidentially destroyed, ideally by shredding.

- k) Using the Beacon Database, manage the record for members who wish to subscribe to the u3a Matters magazine, including checking the cost for postage each year and notifying subscribers early in March of the amount due 1<sup>st</sup> April each year. Record payment of individual members' postage paid on the Beacon Database each year. (note, postage for the magazine is not eligible for Gift Aid purposes).
- l) Update and submit Third Age Trust Direct Mail Template regarding u3a Matters Magazine as required.
- m) Respond to enquiries regarding membership from potential members, Committee and Group Leaders.
- n) Liaise with committee members and Group Leaders regarding the plans and procedures for September renewals in a timely manner.
- o) Liaise with the Chair and Deputy Membership Secretary regarding the need for new member meetings.

#### **DEPUTY MEMBERSHIP SECRETARY**

- a) Abide by the SDu3a Data Protection Act, Privacy Policy and other u3a requirements to:
- b) Work together with the Membership Secretary to provide support and cover whenever required.
- c) Undertake training on how to enter new membership forms, make changes etc to the Beacon Database.
- d) Take a key role at membership renewals and give full support to the Membership Secretary.

#### **6. GROUPS COORDINATOR**

- a) Organise the group activity programme liaising with all the Group Leaders and the Room Booking Coordinator.
- b) Help with the setting up of all new groups, gathering the names of interested members, liaising with the Room Booking Coordinator to ensure venue is accessible to all members, providing the new leader with our "Welcome Pack", administration etc.

- c) Ongoing support and resolve queries from individual group leaders and deal with any issues raised.
- d) Provides up-to-date programmes of activities for the monthly Update Meetings, the Websites and for individual new members as required.
- e) Is the link person between the Committee and Group Leaders.
- f) To respond to requests for information from group leaders, in accordance with the criteria set by the trustees and which observes Data Protection Regulations.
- g) Maintains a record of individuals who have taken advantage of the Saltburn/ Guisborough arrangements.
- h) Attends the monthly Update Meetings manning the Groups table to deal with requests and queries from members.
- i) Makes announcements at the monthly Update Meetings to keep members up-to-date with Groups developments.
- j) Contributes a Groups Activity News article for the SDu3a Newsletter.
- k) Liaises with the Chairman and groups event coordinator about Open Days, one off events, Christmas workshops and the Group Leaders'/key workers' lunch.
- l) Relief contact for room bookings as required.

**DEPUTY GROUPS COORDINATOR**

- a) Liaises with the Chairman and group coordinator about Open Days, one off events, Christmas workshops and the Group Leaders' lunch.
- b) Liaises with the National u3a to provide centrally held resources.
- c) Assists groups coordinator as required.
- d) Maintain the electrical equipment register and liaise with electric checker.

## **7. COMMUNICATIONS OFFICER**

- a) Inform members of SDu3a and members of the public in Saltburn district, of activities and events arranged by SDu3a through publication of articles in Talk of the Town, other local press and on the website.
- b) Produce and publish posters advertising forthcoming events – Update Meetings, Open Days, AGMs, etc.
- c) Produce occasional display cards for badges, etc, worn by members of the Committee.
- d) Assist in developing any material for members of the Committee when that member wishes to promote any information of interest to members.
- e) Be on the Newsletter Team or is the nominated committee contact.
- f) Facilitate articles for inclusion in the Saltburn District Newsletter and Third Age Matters.

## **8. BEACON/FACEBOOK ADMINISTRATOR**

Abide by the SDu3a Data Protection Act, Privacy Policy and other u3a requirements to:

### BEACON DATABASE

- a) Enrol onto Site Administrator and individual role training programs offered by the Beacon Support Team to fully understand how the database works and to be able to advise Committee and Group Leaders how to obtain the best possible use of Beacon.
- b) Be the recipient of all information on upgrades, changes and available training from National Beacon Administration and cascade information as necessary.
- c) Be the nominated Data Protection Officer for SDu3a ensuring compliance with the General Data Protection Regulation 2018.
- d) Set up accounts and provide training in line with accessibility level for all Committee Members, Group Leaders and Keyworkers.
- e) Monitor usage by others, making recommendations for improvements and housekeeping where necessary.

- f) Monitor email usage and resolve issues regarding bounced email addresses.
- g) Feedback actions to the committee at the monthly meetings.
- h) Provide appropriate follow up training to committee members, group leaders and other authorised users.

### **FACEBOOK ADMINISTRATION (PRIVATE PAGE)**

- a) Act as main Administrator for members only Facebook page.
- b) Appoint 2 other committee members to act as moderators.
- c) Remove lapsed members on an annual basis.
- d) Check membership status and add new members on a regular basis. Send set message on how to become a member of SDU3a to those who are not members.
- e) Monitor posts on the Facebook page and remove any that are deemed inappropriate, blocking senders until the committee decide the course of action to take.

### **WEBMASTER**

Abide by the SDu3a Data Protection Act, Privacy Policy and other u3a requirements to:

- a) Be the named contact for the u3a Siteworks Team and take advantage of training updates offered.
- b) Ensure that all plug-ins are kept up to date.
- c) Provide regular opportunities for website training and full support to group leaders to ensure their individual group pages are kept up to date.
- d) Monitor the website for copyright issues.
- e) Ensure regular housekeeping of the website and remove all redundant media, notices, pages etc.
- f) Provide statistical information to the Committee on a monthly basis.

## 9. IT ADMINISTRATOR

- a) To attend monthly meetings whenever possible and work together with all committee members for the promotion and smooth administration of Saltburn District u3a including:
- b) Be the recognised authority for IT and media equipment.
- c) Keep up to date with advances in technology and make recommendations for IT related software/hardware improvements to support the Committee, Group Leaders and Members.
- d) Work together with the Beacon/Facebook/Zoom Administrator(s) to book Zoom update meetings, and forward links for publication by email and Facebook/website.
- e) Be responsible for storage, set up and management of IT and media equipment needed for monthly update meetings and other SDu3a events.
- f) Assist, if necessary, with the management of GDPR.
- g) If possible, appoint and train a deputy to cover IT function when needed.

## 10. ACCESSIBILITY/HSE OFFICER

### ACCESSIBILITY CHAMPION

- a) To provide a first contact for members having problems attending SDu3a groups/events because of a disability or ill health.
- b) To facilitate solutions for members experiencing difficulties during attendance of groups/events because of disability or ill health.
- c) To ensure contact details, relevant accessibility information and outline of specific actions taken are available on the SDu3a website and updated regularly.
- d) To attend SDu3a Update Meetings when able and be a point of contact for those wanting a face-to-face meeting.
- e) To provide information to the Committee in respect of members' problems.
- f) To mediate between Member and Committee to facilitate a positive outcome.
- g) To visit, where necessary, housebound Members to provide options and support.

## **HEALTH & SAFETY OFFICER**

- a) To ensure SDu3a complies with the Health & Safety and Insurance Policies.
- b) Carry out periodic reviews of venue risk assessments.
- c) Check with groups which use each venue that this is sufficient for their needs.
- d) Remind group leaders to do regular paper or visual checks.
- e) Ensure our risk assessment forms are fit for purpose.
- f) Receive any incident forms and act accordingly.
- g) Be the first line contact for any group leader or member who has concerns about safety.

## **11. COMMITTEE MEMBER**

- a) To support officers of the Committee in their actions for the benefit of SDu3a.
- b) To assist in the running of the monthly meeting by completing specific action points.
- c) To be a member of any sub-committee as required to assist officers in carrying out their duties, reporting back to the main Committee as appropriate.
- d) To safeguard the good name and values of SDu3a.
- e) To contribute to the effective and efficient administration of SDu3a.
- f) To contribute to the financial stability of SDu3a.
- g) Representing SDu3a at functions, meetings.
- h) Acting as a spokesperson as appropriate.
- i) Bringing impartiality and objectivity to decision-making.
- j) Have responsibility for specific tasks as allocated e.g. new members' champion, control of equipment registers.

In addition to the above duties each Committee members should use any specific skills, knowledge or experience they have to help the Committee reach sound decisions. This may involve: –

- Scrutinising committee papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

## **NON EXECUTIVE OFFICERS**

### **VENUES OFFICER**

- a) Be the primary contact for SDu3a with venue contacts and keep the contact information and details up to date on Beacon.
- b) Liaise with Groups Coordinator and group leaders to find venues for new and existing groups where necessary, taking into account access for all.
- c) In liaison with Groups Coordinator communicate with Group Leaders with issues over room bookings.
- d) Cancel room bookings as advised by Group Leaders – informing venue, Groups Coordinator and Treasurer.
- e) Be on the lookout for new venues for groups.
- f) Attend occasional committee meetings to report issues etc.

### **EVENTS COORDINATOR**

1. Organise and book the Speakers for monthly update meetings keeping within the set budget.
2. Liaise with speakers and groups to identify resource requirements.
3. Provide Chair with information on speakers for introduction at update meetings.
4. Liaise with other u3a districts to share recommendations for speakers.
1. Keep a schedule of activities for the year.