

Duties of Committee Members

Chair

- Chair the monthly meetings and Annual General Meeting
- Welcome new members and visitors at meetings
- Liaise with other U3A groups through U3A Network Canterbury
- Provide a report on the year's activities for the Annual General Meeting
- Prepare agendas for committee meetings and general meetings with the secretary
- Assist with Interest/study groups
- Manage reporting to U3A Network Canterbury and attendance at the U3A Network Canterbury meetings
- Arrange for election of a Deputy Chair at the first committee meeting after the AGM

Secretary

- Prepare agendas in conjunction with the Chair
- Notify committee members of meetings
- Ensure all members are notified of the AGM
- Minute all committee meetings including a record of those attending
- Email minutes to all committee members
- Attend to all correspondence
- Liaise with the Darfield Baptist Church
- Make bookings for monthly meetings

Treasurer

- Maintain financial records: collect subscriptions, control bank account and pay accounts on authorisation of the committee
- Provide a monthly financial report at committee meetings
- Liaise with the membership manager on subscriptions
- Prepare the proposed annual budget for the next financial year
- Give the annual financial report at the AGM
- Promote online banking for members to pay their subscriptions
- Liaise with the Membership Co-ordinator to maintain an accurate list of financial members.
- Arrange for three signatories for the bank account
- Arrange the payment of the honorarium for guest speakers each month.

Venue Co-ordinator

- Arrange for signage (notice at gate, speaker's carpark) to be set up
- Organise setting up tables in foyer
- Arrange to have a glass of water for the speaker
- Help greet members and assist with any special needs where required
- Direct members to seating when needed
- Direct people to morning tea
- Liaise with the Hospitality Convenor and greeters

Membership and Website Co-ordinator

- Liaise with the Treasurer and Venue Co-ordinator
- Prepare and maintain an accurate database of members
- Communicate with members via email (or use stamped and addressed envelopes provided by members without email)
- Arrange and distribute name tags to members with committee members clearly identified
- Maintain a record of attendance at monthly meetings
- Visitors to monthly meeting to be given a name sticker. (request koha from visitors, give membership information and application form where appropriate)
- Prepare membership information with an application form for membership on the U3A Network Canterbury website
- Contact members not currently financial to ascertain status
- Update and maintain interest group membership lists
- Ensure group information on U3A Network Canterbury website is available and current

Hospitality Convenors

- Form a sub-committee from our members
- Liaise with Membership Co-ordinator
- Manage morning tea for the monthly meeting
- Roster members to help with greeting members at monthly meeting
- Organise end of year lunch – names and money
- Liaise with the treasurer

Speaker Convenors

- Contact possible speakers inviting them to speak
- Compile a varied programme of confirmed speakers and their topics for the next six months
- Email information sheet to accepted speakers requesting some personal background, presentation title, equipment needs, Honorarium, general information about U3A Malvern
- Contact speaker a few days prior to the monthly meeting to confirm
- Greet the speaker and do the necessary introductions
- Arrange for the speaker at the monthly meeting to be introduced and thanked
- Make arrangements for payment of Honorarium to speaker
- Facilitate any potential follow up series of lectures that might arise from a monthly speaker
- Provide speaker information (name of speaker, topic and some information about the topic) to Membership and Website Co-ordinator for newsletter and website
- Arrange for a report on the monthly meeting for the Malvern News

Technical Co-ordinators

- Ensure someone is familiar with data and sound systems and ensure equipment operating correctly
- Liaise with Speaker Co-ordinator to ascertain speaker requirements for monthly meeting

Interest Group Co-ordinators

- Proactively investigate member interest in establishing interest groups
- Be in regular contact with each interest group's co-ordinator
- Form a sub-committee from our members if required
- Occasionally visit a group meeting
- Keep a current list of interest/study groups and their organisers
- Advertise or arrange advertising of new groups wanting to be established
- Liaise with Treasurer and Membership and Website Co-ordinator to check that all interest group members are full members of U3A Malvern

Committee Members

- Every committee member to have some knowledge of who does what on the committee
- Every officer holder has a named assistant to take over and can deputise in their place. The assistant may be another committee member or a general member. Any changes must be notified to the Chair or Secretary.
- Formally and informally canvas members to determine interest topics for monthly meetings and Special Interest Groups
- Contribute ideas for speakers and Special Interest Groups and be involved in Committee decisions about speaker programme and Special Interest Groups.
- Be visible at monthly meetings greeting and farewelling members

October 2020