

Generic Role Description

Committee member

Key area	Key responsibilities	Tasks
Governance	Trustee	<ul style="list-style-type: none"> • Maintain the charitable objectives of the u3a • To comply with the requirements of the Charity Commission • To be accountable for expenses incurred
	AGM	<ul style="list-style-type: none"> • Attend and support Chair during meeting
	Documentation	<ul style="list-style-type: none"> • Ensure all relevant documentation is stored either digitally or paper based filing
	Enrolment	<ul style="list-style-type: none"> • Attend and support Meet and Greet Day and distribution of associated material, as required
Committee Duties	Committee Meetings	<ul style="list-style-type: none"> • Attend and contribute to Committee meeting agenda items • To tender and apology of absence to the Minutes Secretary, if necessary • Carry out any actions following the meeting • To observe confidentiality of committee meetings
	Group Convenor meetings	<ul style="list-style-type: none"> • Attend meetings and contribute to agenda items
	Sub- committees	<ul style="list-style-type: none"> • Contribute to sub-committees as relevant
Member Support	Member updates / communication	<ul style="list-style-type: none"> • Attend monthly member meetings • Assist with administration of the meeting, as required • Support other Committee members, as required
National U3A Interface	National office communications	<ul style="list-style-type: none"> • Read national u3a monthly newsletter
Skills set	<ul style="list-style-type: none"> • A good organiser • Team player • Flexible • Hard working • Supportive • Willing to take on extra duties • A clear thinker • Proactive • Diplomatic and approachable • IT literate 	
Agreed	14/09/2021	