

Role Description of Asset Manager

Committee member and Trustee

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 as agreed
	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.
Committee Duties	Committee Meetings	<ul style="list-style-type: none"> Attend and contribute to Committee meeting agenda items. To tender an apology of absence to the Business Secretary, if necessary Carry out any actions following the meeting To observe confidentiality of committee meetings
	Group Facilitator 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 when possible. 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

Specific responsibilities for Asset Manager

Key area	Key responsibilities	Tasks
Governance	AGM	<ul style="list-style-type: none"> Produce an up-to-date asset list to the Treasurer for the meeting
	Assets	<ul style="list-style-type: none"> To maintain the Asset Register Circulate the list of current assets to all trustees, and ensure that the location and "owner" of each asset is shown therein To check on each asset location and report on the need for any replacement or write off To advise on the need for any potentially new asset and arrange, if necessary, its purchase with the Treasurer
Compliance	PAT testing	<ul style="list-style-type: none"> Ensure all assets have up to date PAT testing
Skills required		<ul style="list-style-type: none"> Ability to use word and excel or similar system.

		<ul style="list-style-type: none">• Team player• Organised
Agreed	14/09/2021	
Updated	12/10/2023	