

Role Description for New Group Development

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
	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 agreed
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

New Group Development Role specific responsibilities

Key area	Key responsibilities	Tasks
Committee duties	Group Development updates	<ul style="list-style-type: none"> Update Committee on group development activities
	Group Development	<ul style="list-style-type: none"> Finalise Group Development plan with agreed numbers of new groups with Committee. Investigate possible new subjects and venues for new groups and present to Committee. Work with members to identify new group leaders. Develop business case with Group Leader and liaise with Group Facilitator. Sign off business case with Treasurer. Agree with PR and Communications any publicity that is required to achieve new groups and new groups ideas Support Group Leader with initial set up of group in conjunction with the Group Facilitator.

		<ul style="list-style-type: none"> • Facilitate the handover of the new group to the Group Facilitator to set up mentor and complete induction training including discussion with System Manager for relevant IT training • Inform PR and Communications that new group is available.
Member support	All Members	<ul style="list-style-type: none"> • To continue to provide new opportunities to members for different activities.
Skills set		<ul style="list-style-type: none"> • Organisational skills • Ability to use word and excel
Agreed	May 2023	
Updated	Sept 2023	