

Group Facilitator 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 required.
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 Leader 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 • Set up sub-committees to help spread activities where relevant
	Member Support	Member updates / communication
National U3A Interface	National office communications	<ul style="list-style-type: none"> • Read national u3a monthly newsletter

Role Specific Responsibilities

Committee duties	Enrolment	<ul style="list-style-type: none"> • To organise the Meet and Greet Day working with Membership Secretary. • Update Committee on group activities.
	Group Leader meetings	<ul style="list-style-type: none"> • To organise and chair Group Leader meetings during the year with the help of the Chair. • To follow up any action agreed at Group Leader meetings
Member support	Group Leader	<ul style="list-style-type: none"> • To provide ongoing support to group leaders • To encourage and support new groups and their leaders working with the Group Development Facilitator • To set up a mentor scheme for all new Group Leaders • To review groups with wait lists and review with GL and Committee on ways to potentially expand the Group. • To assist group leaders with disputes or grievances involving their group members • To provide advice if groups wish to move venues as required. • Ensure all groups have an up to date risk assessment
Systems support	Beacon	<ul style="list-style-type: none"> • Undertake some admin role such as assigning Group Leaders privileges, deleting users as Group Leaders when they relinquish that role. • Make groups inactive on Beacon and remove data when a group is dissolve.
Public support	PR	<ul style="list-style-type: none"> • Contribute to Facebook and NewsEDIT content when possible

Skillset		<ul style="list-style-type: none"> • Organisational skills • Good communicator • Ability to use word and excel • Team Player
Handover		<ul style="list-style-type: none"> • Undertake a thorough handover with this roles successor at the end of tenure.
Agreed	May 2023	
Reviewed	Nov 2023	