

DIVISION OF GARTH OLWG U3A DUTIES

1. Chairperson

- To Chair the Trustee, General and Annual General Meetings
- To maintain overall management of the u3a by working closely with all Trustees to remain in touch with all matters.
- To maintain the charitable objectives/purposes of the u3a.
- To be the link with the National Office and to ensure that information is relayed to the committee and passed on to the membership.
- To ensure the Trustees meetings are quorate (check constitution).
- To convey decisions taken to the people who may be required to take action.
- To ensure compliance with GDPR requirements

2. Vice-Chairperson

- To assume overall responsibilities of the Chairperson in that person's absence.
- Oversight of Gartholwg Branch's compliance with General Data Protection Regulation (GDPR).

Speaker Secretary

- To research availability of suitable speakers from available sources.
- To research the speaker's subject, the content of the presentation and the costs involved.
- To report to the Trustees and assist in the selection of suitable presentations.
- To book the speaker for a date agreed by the Trustees.
- To liaise with the speaker and the manager of Garth Olwg LLC to ensure there is adequate equipment available on the day (seating, microphones, lap top etc.)
- To meet the speaker on the day and introduce to the chairperson
- To provide a meet and greet service at monthly meetings.

3. Treasurer

- To select a bank, reconciling bank statements, and managing cash flow.
- To create and maintain systems for ensuring the u3a's ongoing solvency and oversee the development of its financial policies.
- To manage cheque signing authority, expense reimbursement, credit /debit card usage, and petty cash policies.
- To ensure that the amount of money held is within u3a National Office guidelines.
- To report the up-to-date financial position to the Trustees on a monthly basis.
- Contact Garth Olwg to hire the venue for the monthly Members' Meeting.
- Ensure all payments are made timeously and accurately.
- Prepare end of year accounts for presentation to members at the AGM.
- To arrange venues and equipment as required for Trustees Meetings.

4. Committee Meetings Secretary

- To construct the agenda for Trustee meetings with the Chairperson.
- To send out agendas with relevant discussion papers in good time.
- To take fair and accurate minutes of the meeting, agree them with the Chairperson, and circulate them to the Trustees for approval at the next Trustees meeting.
- To take spare copies of the papers to Trustees Meetings.
- To maintain full and accurate files including minutes.

5. Business & Communications Secretary

- As Data Controller, ensure all personal data protection practices are in compliance with GDPR.
- To deal with correspondence from Third Age Trust following discussion with the Chairperson.
- Ensure records of U3A business are maintained
- To write and issue Monthly Members' Newsletter including posting or delivering them
- To liaise with Website Manager on its content

6. Membership Secretary

- Maintain accurate records of membership and submit database returns to u3a National Office in accordance with current instructions.
- To produce a programme of events in booklet form for distribution to members
- Ensure that the names of both members and visitors are accurately recorded in accordance with GDPR'
- Report back to Trustees the numbers of members and guests attending monthly meetings.
- Maintain a database of members requiring "*Third Age Matters*" magazine and ensure that u3a H.O are informed of our requirements via the regular "Submissions Windows"

7. Interest Groups Coordinator

- Overview of U3A Garth Olwg Interest Groups.
- Contact various providers to hire the venues for the various group activities.
- To ensure Interest Group Managers act within the guidelines with regard to setting accurate and reasonable rates for group members and providing accurate accounts to the Treasurer on a six-monthly basis.
- Organising the timetable of interest groups.
- Ensuring groups are accessible to all members.
- Assisting with initial stages of new groups.
- Helping to resolve disputes within groups.
- Liaising with the Committee about the U3A's interest groups.
- Ensuring that Group Leaders are aware of how they need to protect members' data.
- Supporting groups that are struggling.
- Organising Group Leaders' meetings.
- Presenting Group Leaders' views to the Trustees.
- Before a new group starts carrying out a Risk Assessment with the Group Leader of the premises that the activity will take place in.

8. Games & Lunch Club Leader

- To organise and lead the Games Interest Group (done by Elaine williams.me.49@gmail.com)
- Research venues and organise the Lunch Club (Elaine Williams)
- To research venues and organise the Christmas Lunch \ Dinner
(Elaine Williams & Pat Fletcher)

9. “Meet & Greet” Person

- Attend monthly General Meetings whenever possible
- Greet & chat to members as they arrive
- Seek out new members or potential new members, introduce yourself and explain U3A.
- Seat new or potentially new members with experienced members
- At the end of the meeting approach the new \ potential member with necessary forms and obtain contact details.
- Arrange to contact the potential new member within a few days.

External Links

- Attendance at Group meetings with other u3a's – usually ZOOM
- Attendance at Garth Olwg partnership meetings