

## HAGLEY U3A COMMITTEE TASKS

### Chair

- Arrange committee meetings
- Oversee committee tasks and check all being carried out
- Liaise with head office and attend relevant regional and national meetings
- Attend funerals and write letters of condolence
- Keep aware of members difficulties, illnesses, problems
- General point of contact for members
- Trustee induction in conjunction with Treasurer

### Secretary

- Take minutes and file committee documentation, including policy documents
- Receive and circulate correspondence
- Send out notices of meetings
- Put notices in the Hagley community magazine and website

### Treasurer

- All things financial including claiming gift aid
- Trustee information

### Venue coordinator (currently a Treasurer activity)

- Keeping lists of available venues
- Booking venues as required by group leaders and committee
- Trouble shooting for members regarding venues

### Groups coordinator

- First point of contact for group leaders via website enquires
- Keeping a list of groups and group leaders
- Disseminating group information from Head Office
- Take the initiative in forming new groups
- Keep an inventory of items owned by Hagley U3A

### Membership Secretary

- Keeping an up to date spreadsheet list of members with their contact information.
- Being the first point of contact for new members via website
- Making information available for prospective members
- Keeping the membership application/renewal document up to date
- Providing the treasurer with information for Gift Aid claim

### Media

- Maintain website
- Post to Facebook page
- Produce publicity material as required
- Maintain Hagley U3A Google Access document archive space

### Speaker Secretary

- Source and book speakers for at least 1 year ahead
- Contact speakers to make arrangements for their visit prior to date.
- Write to thank speakers after visit
- Introduce and thank speakers at general meeting
- Make sure all equipment is set up ready for them.

### Other Tasks, generally shared by committee

- Arranging the summer party speakers or entertainment
- Cover for colleagues during absences or illness
- Meet and Greet new members
- Pastoral work for general membership
- Recruiting new members
- Continuity issues