U3A Nelson Committee Roles, Responsibilities and Procedures.

Note that all these roles may be shared with other members on Committee.

President

Oversee the tasks of the U3A Nelson Committee.
Prepare the agenda and chair the Annual General Meeting, any Special General Meetings, General meetings, and Committee meetings.
Liaise with U3A Committee members over all matters concerning U3A Nelson.
Send out notice of all general and annual meetings prior to the event.
Check agendas and minutes before general publication.
Check newsletters received from Newsletter editor.
Be signatory for U3A Nelson bank accounts.
Prepare and present an annual report to the AGM.
Act as the formal representative of U3A Nelson, e.g. relating to media, liaising with the Manager, Elim Church etc.
Oversee updates for the public website as required.

Vice President

Deputise the President, as required.

Secretary

Initiate an Agenda for each committee meeting.
Keep minutes of all U3A Nelson Committee, AGM and Special General Meetings recording all decisions and who will do what, by when.
Present agendas and minutes to the president for checking before general distribution.
Distribute minutes to the Committee.
Keep records of Committee business.
Keep record of U3A Nelson Committee decisions undertaken on the internet, summarising any outcomes or decisions made and present to the next Committee Meeting.
Keep resignations received on paper.
Relay all relevant correspondence to the Committee.
Be signatory for U3A Nelson bank accounts.
Send a copy of the AGM minutes to members following the AGM.
File the return for the Charities Commission when required

Treasurer

Pay all expenses as approved by the Committee.
Write up transactions in cash book or computer equivalent.
Prepare a simple financial report for each Committee meeting.

Prepare an annual financial statement of income and expenditure for the Reviewer and present it to the Annual General Meeting, including any financial recommendations. Ensure it is sent out to members prior to the AGM.
Be a signatory for bank accounts.
Have cash ready to give to the speaker coordinator for the Speaker's gift.
File the return for the Registration of our Incorporated Society
Hold historical records of U3A Nelson finances, including cheque book, deposit book, cash book, and receipt book.

Membership Secretary

Receive and record all new registrations.
Update the membership file on the data base, including contact changes, deletions and additions.
Follow up any queries.
Check new member's on-line subscription payments.
Send the names of new members to the New Member Coordinator and the Study Group Coordinator.
Prepare and present a brief report to Committee Meetings.
When the New Member Coordinator sends on information about the skills and attributes of new members, being careful not to breech privacy, enter relevant information on the data base.
Prepare name tags for new members; and inform SG, New Member, Events Coordinators and the President.
Issue automatic email receipts for on-line subscriptions.

New Member Coordinator

Make a welcome call within two weeks of receiving the enrolment to all new members to ensure they have any forms or information they require. Answer any questions.
Enquire if the new member has skills and attributes they would like to share with the other members, if so inform the Membership Coordinator.
Refer new members to the public website and the study group coordinator.
At the general meetings be ready to greet new members, answer questions and ensure that they feel a part of the larger group.
Distribute a name tag to each new member.
When there are sufficient new members (more than 8), work with the President, Study Group Coordinator and other Committee Members to organise and hold a meeting for new members.

Study Group Coordinator

Receive and respond to all members' registrations for study groups.
Allocate members to study groups according to the following priority order :

The originator(s) of the group are in the group despite the number of groups they also attend

Financial members who are not already in a group
The date application to join the group is received by the SGC
Other applicants in order of the number of study groups the members currently attends – i.e. a member who is in two groups has priority over a member who is in three groups
In the case of two or more equal applications being received by the SGC on the same day the SGC will ask the group's convenor to draw one.

Record all allocations and amendments on the data base within Admin But also on The Public site [https://www.u3anelson.org.nz/]
Liaise with the President, the Communications Coordinator and the New Member Coordinator regarding the availability of study groups
Ensure new groups are advertised.
Maintain the study group mailing lists (be sure to tick the Convenor box on the Admin data base).
Prepare a report for Committee Meetings outlining the numbers of study groups and any needs or significant changes in trends.

Information Technology (IT) Coordinator
Ensure that the **Admin** data base and **Admin** website are functioning.
Provide technical advice to Committee members, particularly the Membership, New Member, Study Group and Communication Coordinators, as required.
Provide support for Committee members who need to use the Admin site.
Upgrade and improve the website and data base as required.
Liaise with the Data Base Developer and Website service providers (https://www.slightlydifferent.co.nz/) on behalf of the Committee.
Help Convenors and others to use the Mailer
Maintain security levels for all members.

Monitor the **Public** website. Assist those who can edit the site: Study Group Coordinator, IT Coordinator, President.
Publish the latest newsletters, minutes etc.
Develop the site as agreed with the Committee.
Ensure formal documents e.g. the Constitution and the Committee Roles are up to date.

Newsletter Editor
Produce a regular newsletter.
Receive contributions to the newsletter and edit as necessary.
Ensure that the activities of the organisation are reported.
Proactively encourage groups and members to participate in what goes into the newsletter, including providing photos and group news.
Compile the newsletter, or work with the nominated member to ensure the contributions are formatted effectively.
Forward the finished product to the President then email out to members.
Compile a 'Word' version of the newsletter and send this to vision impaired members.

Forward the finished product to the Communications Coordinator to mail to non-email users.

Communications Coordinator

Ensure that the needs of the organisation and the directions of the Committee are well communicated to the members, to prospective members, and to the public.
Ensure the U3A Nelson pamphlets are up to date, e.g. Committee names, contact details.
These roles may well be shared with other Committee members :
Liaise with other community organisations at relevant Nelson-Tasman events.
Take part in meeting and greeting members as they arrive at U3A general meetings.
Print off U3A Nelson pamphlets and distribute to libraries and other public places.
Publicise meetings in local newspapers.
Manage the SAE's [Stamped Addressed Envelopes].
Responsible for getting copies of the newsletter to those without email.
Post agenda for meetings and other related information to those without email.

Assets Manager

Maintaining a list of our Assets, their approx value and where they are at any particular time.
Caring for our assets and arranging for those needed to be at Meetings.
Coordinate with the IT Coordinator to maintain a list of Assets on-line.

Events administrator ['Host']

Suggest speakers, activity or entertainment for General Meetings; Committee to approve.
Maintain a programme of events.
Organise the event on the day with a mind on introduction, helping organise, making the people involved feel welcome, and making sure they are thanked properly.
In the case of getting a speaker:

1. The Host needs to initially contact the Speaker and agree on a convenient date, and a Title. It would be worthwhile sharing mobile phone numbers with the Speaker in case there is a glitch on the day.
2. Host then needs to put details of the Speaker and Title, blurb and bio in an article and sent to the Newsletter Editor.
3. Near to the date, perhaps 20 days before, the Host needs to re-establish contact and check the Speaker knows the routine. At that time the Host needs to determine just what the A-V requirements will be – in particular note the restrictions on Mac computers. Host also needs to prepare an introduction of both the speaker and the subject.
4. On the day the Host needs to meet the Speaker and assist with setting up the equipment as required by the Speaker... The Host may also ask someone to coordinate the Q/A period, although this would normally fall to the Host.
5. The Host needs to have found a "Thanker" and provided a thank-you gift. Usually this gift will be a $50 note (provided by the Treasurer) with a U3A card

of thanks. The Thanker needs to be asked to provide a written report of the talk for the following newsletter.
6. Following the Talk, the Host should assist the Speaker with leaving making sure all the 'bits' like memory sticks are returned.

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