



Governance Information

including roles of each
member of the
Executive Committee.

Culm Valley u3a
Revised and updated September 2025

Introduction

Culm Valley u3a(CVu3a) has an Executive Committee of 6 members.

Our Constitution requires us to have a minimum of 5 Trustees, which must include the roles of Chair, Business Secretary and Treasurer. The Executive Committee comprises 6 Trustees/Officers who are responsible for overall governance of CVu3a and are elected annually by the CVu3a members.

We acknowledge and understand that there may be individual members who would like to help in some way but do not want any legal responsibilities, i.e. to be elected or a Trustee. These members just want to do whatever it is they are willing to help with. The Executive Committee welcome members who would like to help in some way, whether it is being part of the Tea Team for monthly meetings or assisting with PR, all help is gratefully received and encouraged.

Executive Committee:

The Executive Committee has 6 members, of which 3 are in “Officer” roles. CVu3a can not and must not function without these 3 roles being filled.

- Chair (Officer)
- Business Secretary (Officer)
- Treasurer (Officer)
- Membership Secretary
- Groups Co-ordinator
- Beacon Administrator

Responsibilities of the Executive Committee:

to oversee all matters relating to the governance of CVu3a, including, but not limited to:-

- liaising with u3a Trust / National Office,
- disseminating information appropriately policy oversight and development
- financial management
- legal and constitutional responsibilities oversight of membership matters
- oversight of interest group matters
- oversight of planning and budgeting for activities and events. management of complaints and grievances.
- create sub/working groups as and when necessary/appropriate
- any other actions to benefit and protect the reputation, membership, finances safety of CVu3a

Meeting Frequency

Every 2 months, however “Special” Executive Committee meetings may be held either in person or via the internet, should the need arise.

September	November	January	March	May	July
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Minutes of Meetings

To be made available to Executive Committee members and members of CVu3a via the website.

Roles and Responsibilities of Executive Committee

Chair

- Chair Executive Committee meetings
- Attend “external” meetings as and when required
- Chair Monthly Members Meetings and liaise with Speaker Co-ordinator
- Chair AGM
- Encourage and support the smooth running of Culm Valley u3a.

Business Secretary

- Liaise with Chair re arrangements for AGM Distribute AGM papers at appropriate times
- Keep copies of insurance certificates and licences
- Submit changes in Officers to Third Age Trust and Regional Trustee Attend “external” meetings as and when required
- Liaise with National office
- Ensure Policy and Procedures document/file are kept up to date and reviewed periodically.

Treasurer

- To attend Executive Committee meetings.
- Maintain appropriate records for accounting purposes
- Ensure liaison with Membership Secretary for membership fees & renewal fees Ensure payments are made for all approved expenditure
- Expenditure must be approved by at least one other Executive Committee member and in accordance with constitution
- Co-ordinate with Membership Secretary for the collection of entry fees, payment to speakers and other meeting transactions; and to account for said receipts.
- Control bank mandate as directed by the Executive committee and ensure that any AGM changes to Executive Committee are actioned in a timely manner
- Provide quarterly financial reports for Executive Committee meetings, on an ad hoc basis as required, and also to provide an annual report for members at the AGM as instructed.
- When the Culm Valley u3a reaches appropriate size, to identify and work with a suitable auditor to sign off the accounts in accordance with current legislation

Membership Secretary

- Prospective members
 - o Respond to external/initial membership enquiries and related information.
 - o Send out membership information and forms or guide interested parties to the relevant page on the website.
- Registered new members
 - o enrolment and collection of subs in liaison with Treasurer
 - o creation Membership record for new members
 - o Inform Groups Co-ordinator of new members records on Beacon
- Update members information, membership renewals and resignations on database as required

Groups Co-Ordinator

- Group maintenance
 - o Keep Groups under review and trouble-shoot as necessary
 - o Organise regular meetings for Group Leaders/Co-ordinators
 - o Identify potential group leaders / co-leaders
 - o Arrange Christmas lunch for Group Leaders/Co-ordinators
 - o Liaise with Group Leaders /Co-ordinators re updates for UPDATE (newsletter) and website
- New Groups
 - o Identify potential new Interest Groups
 - o Co-ordinate the setting up of new groups
 - o Support new groups as they become established
 - o Identify potential leaders / co-leaders
 - o Advise and support potential new Group Leaders/Co-ordinators
 - o Provide reports and updates for committee as required
 - o Attend Executive Committee Meetings

Roles which members can take on, without needing to be a member of the Executive Committee, include

Newsletter Editor

Events Co-ordinator

Speaker Co-ordinator

Publicity and PR

Tea Team

Setting up and taking down team

Book stall

Any other role which would benefit CVu3a.