



Governance Information

including roles of each
member of the
Executive Committee.

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Chair
Culm Valley u3a
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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, Vice 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 4 are in "Officer" roles. CVu3a can not and must not function without these 4 roles being filled.

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

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

Usually Quarterly, however "Special" Executive Committee meetings may be held either in person or via the internet, should the need arise.

September	December	March	June
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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

[Items in **green** will only become responsibilities when Culm Valley u3a becomes a Registered Charity with the Charity Commission.]

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.

Vice-Chair

- Deputise for the Chair, as required, in all aspects of the role
- Be assigned projects to support the committee and the membership.
- Attend “external” meetings as and when required
- Take part responsibility for some of the Chairs role and responsibilities as required
- Attend Executive Committee meetings

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.
- **Guardian of the password for Charity Commission site**
- **Update annual report and Trustees after each AGM on Charity commission website.**

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

- When the Culm Valley u3a applies to become and is duly authorised as a registered charity to ensure that reporting to the Charities Commission is maintained and updated as appropriate.
- If the Executive Committee decides to seek Gift Aid from HMRC, to assist in submitting the application and if accepted to ensure a timely submission for such gift aid on a regular basis.
- Maintain Charity Commission web-site re Trustees, accounts, related

Membership Secretary

- Prospective members
 - Respond to external/initial membership enquiries and related information.
 - Send out membership information and forms or guide interested parties to the relevant page on the website.
- Registered new members
 - enrolment and collection of subs in liaison with Treasurer
 - creation Membership record for new members
 - Inform Groups Co-ordinator of new members records on Beacon
- Update members information, membership renewals and resignations on database as required
- Produce and keep updated a list of members eligible to claim Gift aid for the Treasurer
- Report membership numbers at each committee meeting

Groups Co-Ordinator

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