

Roles and Responsibilities

June 2025

Perth U3A is a charity registered with the Office of the Scottish Charity Regulator (Scottish Charity SC008302). The Committee has specific responsibilities as trustees of the charity, including:

- compliance with the 2005 Charities Act
- acting in the interests of the charity
- operating in a manner consistent with the charity's purpose
- acting with care and diligence
- adding charity details to the Scottish Charity Register
- keeping financial records and provide reports
- providing information to the public.

The Committee comprises five office bearers (chair, vice-chair, secretary, treasurer and membership secretary) and up to seven committee members. The responsibilities of the office bearer roles are described below. Many other roles, also described below, are needed for the running of Perth U3A, and these can be taken by committee members or by non-committee members, with a nominated committee link.

Chair

(office-bearing role)

General

- Provide leadership as required, based on the Aims and Principles of U3A and the Constitution of Perth U3A

Chair Committee meetings

- Ensure correct procedures are followed
- Ensure meetings follow the agenda and keep order
- Guide discussion in a positive manner, whilst remaining neutral
- Allow all members adequate time to present points of view
- Draw discussions to a conclusion
- Reach a consensus decision, or take a vote
- Ensure that all committee decisions are actioned in good time

Chair Annual General Meetings and Extraordinary General Meetings

- Ensure adequate notice of meetings is given to members
- Ensure meetings follow the agenda and keep order
- State any decisions reached for the record

Chair Open Meetings

- Welcome all members and visitors
- State fire evacuation procedures for the venue

- Make announcements or invite Secretary or other members to do so
- Introduce speaker(s) and, at the end, express thanks from Perth u3a

Administration

- Take minor executive decisions as authorised by the committee
- Ensure meeting agendas are complete and issued in time
- Ensure that minutes of meetings are correct and issued in time
- Apply as necessary the 'Code of Conduct for Trustees'
- Take final decisions on any disputes between members

Representation

- Represent Perth U3A at relevant meetings of other bodies, or arrange for others to do so

Succession Planning

- Encourage all members to consider taking roles in Perth U3A
- Ensure planning happens so that roles are taken over in a timely and smooth manner
- Enable induction of members into new roles

Vice Chair

(office-bearing role)

The Vice Chair acts as stand-in for all the roles and responsibilities of the Chair as detailed above should the Chair not be available for these. The Vice Chair is expected to be the next Chair. They will learn the role of Chair whilst in the role of Vice Chair.

Secretary

(office-bearing role)

Committee Meetings

- Produce draft agenda
- Send draft to Committee for comment the week before meeting date
- Compile final agenda from responses and send to committee members, together with other papers, the week before meeting
- Take minutes of meetings or ensure someone is nominated to take minutes. Circulate once drafted

Open Meetings

- Use the draft News Roundup (see below) as a basis for announcements at the meeting.

News Roundup

- Prepare a News Roundup before each Open Meeting
- Send the News Roundup to all members shortly after the Open Meeting

AGM

- Determine which Committee members need to stand for re-election, if they intend to serve again
- Prepare draft agenda and nomination form
- Notify members of AGM date by email, at Open Meetings, in News Roundups and on the website for two months beforehand. Include the draft agenda and Committee nomination form, and also post the information to any members who don't use email
- Send final agenda to members prior to meeting, together with draft minutes of previous AGM
- Print sufficient copies of final agenda for attendees to easily share, and ensure the Treasurer will provide copies of annual statement.
- When it is impossible to hold actual AGM meetings, then proceed to organise a Virtual AGM

Registration day

- Around June, ensure the Committee decides on arrangements for registration. (Groups Coordinator liaises with Group leaders about some aspects)

General tasks

- The Secretary is a contact point for external bodies either by post, email or website. Decide who should respond to query and direct query as appropriate
- Send emails to members about other matters as appropriate
- Provide annual membership statistics to TAT
- Maintain officer-bearer contact details with TAT
- Respond to a range of enquiries from the membership

Treasurer

(office-bearing role)

Bank Accounts

- The Treasurer is the principal contact with banks and completes all forms and correspondence relating to authorised signatories.
- Hold the cheque books, paying in books, and any online authentication details for Perth u3a accounts with Bank of Scotland: Main Account; Social Fund Account.
- Administer the Perth U3A PayPal account
- Keep files of all the statements
- Ensure signatories to all accounts are current Committee members

Receipts and Payments

- Receive subscription payments from the Membership Secretary, and any other monies (such as donations and events payments) and pay into the appropriate accounts
- Receive invoices from various sources and make payment either by cheque or by bank transfer where this has been authorised, noting that cheque payments require 2 signatures

- Receive expense claims from members and speakers, and pay by cheque or by online transfer when approved
- Set up and manage the mobile credit card payment device

Records and Reports

- Maintain records of the financial transactions, both as paper files and on computer using Excel and the u3a administration system (currently Beacon)
- Submit a report for each Committee meeting, with a current statement of each account
- Prepare a budget for the forthcoming financial year for approval by the Committee
- Monitor spending against budget, supported by the Committee
- Recommend the annual subscription for the next year in consultation with the Membership Secretary
- Have the account records checked and agreed by an independent examiner and prepare the end of year accounts for approval by the Committee and at the AGM
- Act as the primary contact for the Charities Regulator (OSCR), including submission to the Regulator of the approved Annual Return.

Membership Secretary

(office-bearing role)

- Maintain a database of members' details in Beacon. Beacon is the online administration system for U3As supplied and supported through the Third Age Trust. This comprises:
 - updating records for existing members
 - creating records for new members
- Respond to enquiries about membership by phone, email and in person at Open Meetings
- Submit a membership report for each Committee meeting
- Maintain membership documentation such as the membership form and information for new members
- Arrange the updating of the membership page on the website
- Send annual invitations to renew to existing members, and process replies, including passing remittances received to the Treasurer
- Organise the despatch of the annual Perth U3A Programme to members
- Provide attendance lists for use at Open Meetings
- Within specified dates, supply spreadsheets to the Third Age Matters printer of names and addresses of members opting to receive the magazine
- Ensure adherence to best practice with reference to the Data Protection Act

Management System Administrator

Act as administrator of the Perth u3a Management System (currently Beacon)

- assign roles and privileges to allow others appropriate access to the system
- require new users to sign or otherwise acknowledge the Conditions of Use for the Perth u3a management system

- assist other Perth U3A users of the system as needed
- monitor use of the system using the audit log
- investigate non-delivery of emails, as reported by the system, and work with users and members to resolve the problem
- be the primary contact with the national system team in order to keep up-to-date with system developments and, if necessary, to request assistance with problems
- promote adherence to best practice with reference to the terms and conditions for the system
- back up the database as appropriate
- maintain an awareness of GDPR/data protection and cyber security, and promote best practice in this respect

Accommodation Coordinator

- Negotiate leases/costs with accommodation providers in partnership with the Treasurer
- Communicate with providers regarding booking dates/times, and to ensure their accommodation is properly maintained
- Submit suggestions for the use of accommodation to the Committee for approval
- Consider ongoing costs of any changes to the use of venues and work with the Treasurer on the accommodation budget.
- Act as first point of contact with group leaders on decisions concerning changes to the use of venues such as cancellations, and changes of dates.
- Book paid accommodation for groups by liaising with accommodation providers.
- Ensure that numbers within groups do not exceed accommodation facilities.
- Liaise with the Fire and Safety Coordinator to ensure group leaders are aware of fire regulations and policies as stipulated by the accommodation providers.
- Liaise with the Group Leader Coordinator regarding the closure of groups or new groups starting up and plan accommodation requirements.

Groups Coordinator

- Maintain a record of current groups and group leaders. Keep groups information on website and on Beacon database up to date
- Maintain the timetable for Unit 7 and other 'spill over' accommodation, and ensure an up-to-date version is on the website
- Receive and process requests for new groups, submitting the request to the Committee for final approval
- In July/August, send mailing to group leaders in advance of registration informing them of arrangements
- Collate lists of group members after registration and check against membership database to ensure all group members have joined U3A. Load data on groups into Beacon database/website as appropriate
- Keep in touch with leaders about their group's progress, particularly new leaders and new groups. If appropriate, attend new group start-up meetings. Deal with requests from group leaders for help or advice
- Take action, with others, to address waiting list issues – possibly by encouraging the establishment of a further group

- Report on all group issues to Committee meetings
- In Jan/Feb, arrange, with assistance of Committee members, the annual meeting of group leaders and prepare and present a short report on group activities
- Prepare and present an annual report to the AGM on group activities
- Watch for new group possibilities and encourage potential new group leaders
- Update the group leader handbook and ensure that it is on the website
- Remind Group Leaders twice yearly to review their Group webpage
- In May, liaise with Secretary and Accommodation Officer to gather information from group leaders for the forthcoming session
- Assist Secretary with production of printed programme for next session

Open Meetings Coordinator

Choose speakers

- Invite speaker suggestions from members
- Keep file of speaker suggestions from members over course of calendar year
- Shortlist to a list of 10–12 suggested speakers
- Send shortlist to Committee members in mid-December for voting on order of preference and return final list to Committee by end of year

Correspondence

- Invite speakers. A standard letter is available and covers topic, date, time, venue, book token. First invites go out as soon as the Committee decides on the programme and the programme dates for the next session are confirmed. Start late January or February at latest, confirming acceptances one at a time
- Write reminder letter/e-mail two weeks before the meeting re directions, projection, coffee/tea
- Prior to meeting, provide speaker contact details to Membership Secretary (who liaises with AV manager at venue)
- Send letter of thanks after the meeting, enclosing book token for £40 (if payment/reward required)

At meetings

- Reserve a space in the car park for the speaker. A cone is available for this
- Meet the speaker who will ask for you by name
- Introduce to the Chair
- With venue staff, acquaint with projection, sound system
- Offer coffee or tea

Social Event Coordinator

- Arrange a programme of social events
- Obtain any costs for each event and liaise with Treasurer/the Committee to ensure viability/affordability
- Liaise with venues and coordinate transport if appropriate
- Advertise events to the membership, via the News Roundup or separately, as appropriate

- Maintain lists of attendees
- Collect payments

Health and Safety Coordinator

- Obtain from each venue a copy of their emergency procedures, including name of contact person, and ensure that each group leader has access to the information in respect of the venue they use
- Ensure that we adhere to any guidance on Health and Safety issued by the Third Age Trust
- Keep the Health and Safety sections of the Group Leaders Handbook up to date
- Provide appropriate input to group leaders' meetings on Health and Safety matters
- Receive Incident Report Forms from Group Leaders and take any appropriate action (inform Committee, seek further information, etc)

Press and publicity

- Oversee our annual Farmers' Market stand
- Obtain information on Open Meeting speakers from relevant Committee member and submit copy to the Perthshire Advertiser (and on a selective basis, to The Courier)
- Ensure that details of forthcoming Open Meetings are on the website
- Submit copy for Third Age Matters on activities of wider interest
- Contact Open Meeting speakers for additional background (and possibly photo)
- Follow up other avenues for publicising Perth U3A locally

New Member Liaison

- Contact new members near the start of the session to offer support
- Arrange a new members meeting to give them an opportunity to meet Committee members and each other
- Answer queries from new members

Volunteer Coordinator

- Recruit Volunteers (with Committee support)
- Ensure that volunteers understand their role at any given event and have the means to fulfil their duties (for example, lists of members)
- Arrange that sufficient 'meeters and greeters' are at Open and other meetings/events
- Liaise with volunteer 'meeters and greeters' for open and other meetings

Website Administrator and Website Editor

Act as administrator of the Perth u3a Website

- Appoint/liase with a team of website editors
- Assign roles and privileges to allow others appropriate access

- Assist website editors as needed
- Edit the website as required
- Be the primary contact with the national website team in order to keep up-to-date with developments and best practice
- Maintain an awareness of GDPR/data protection and cyber security, and encourage best practice in this respect

Website Editor

- Regularly edit and update assigned website pages
- Remove out-of-date material
- Maintain up-to-date contact data
- Encourage all members to submit materials of interest to other members
- Maintain an awareness of copyright issues
- Maintain an awareness of GDPR/data protection

Programme Editor

Prepare digital versions of the next season's printed programme and 'when groups meet' documents

- Ascertain from the Membership Secretary the deadline for sending these documents to the printer
- Liaise with all relevant parties to obtain the required content
- Use the Membership Database and/or the website as the primary data source
- Ensure the completed documents are published on the website
- Send the completed documents to the Membership Secretary by the agreed deadline
- Ensure the 'when groups meet' document is maintained throughout the u3a year and republished as needed on the website

Equipment Coordinator

- maintain the electronic, IT and A/V equipment that is provided for group use, including the regular application of IT software updates
- ensure that it is kept securely and is available to the groups requiring its use
- liaise with group leaders and advise the Committee on suitability of the equipment and possible replacements/additions
- keep an inventory of the equipment and coordinate appropriate safety checks (including PAT)