

Garforth, Kippax and District U3A

Role Descriptions

Policy statement

This document has been drawn up to aid our current committee members, our Trustees, as well as any prospective committee members with a description of the various roles and associated responsibilities of our committee.

The four officer roles are nominated and elected as named, the non-Officer Roles can be undertaken by any member of the committee, and many members have duplicate roles.

All members of the committee must also adhere to the general Committee role description.

There are a couple of roles that can be undertaken by general members of our u3a.

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Related Documents:

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Policy adopted: July 2024

Review: Annually after AGM/Change of Role Holders

Policy Re-issued: Month 20xx

Garforth, Kippax and District U3A

Role Description: Chair

Overview:

Check any information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Responsible for overall co-ordination, function and smooth running of our u3a; in line with both (TAT) guidance, our Constitution and the Members Code of Conduct.
2. Provide general leadership plus help and guidance when necessary to Officers, Committee and general u3a members.
3. Prepare reports and paperwork for meetings as required and chair Committee, Members meetings and AGM, in liaison with Secretary, Treasurer, and other members of the committee when required.

Act a liaison for Garforth Working Men's Club, if others not available to do so.

4. Adhering to TAT and GK&D policies and procedures, hear and adjudicate upon any disputes/complaints which cannot be resolved by other means.
5. Act as principle key holder for our physical storage facility, holder of the access to our online storage facility, currently on Dropbox, and have control access to our generic email register.
6. Act as second Administrator for Beacon, our membership database, with all the responsibilities that come with this, to maintain continuity within our u3a, should our principal administrator not be available.
7. Prepare the u3a matters mailing list, via Beacon for distribution of such to members.
8. Attend and assist at Group Convenor meetings, as second reference point.
9. Attend external meetings, including but not exclusively any YAHR and TAT meetings, where possible, with a view to bringing our u3a to the attention of outside bodies.
10. Be primary holder of u3a laptop and projector, making them available on request.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, chair@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the email provider for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role holder

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Vice Chair would need to have some overview of all of this to deputise for Chair absence

Garforth, Kippax and District U3A

Role Description: Secretary

Overview:

Check the role description for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Prepare, in consultation with our chair, as well as other relevant committee members, and distribute agendas for all committee meetings. Prepare in liaison with both Chair and Treasurer agenda for AGM meetings, as well as distribution of any relevant paperwork pertaining to our AGM in a timely manner as per our constitution.
2. Maintain up to date lists on TAT and YAHR databases, disseminate information coming via Chair, Secretary & Treasurer only, as necessary, to the rest of our committee.
3. Deal with both incoming and outgoing correspondence as required.
4. Submit notices of our achievements to TAT or u3a matters, through the relevant portals. This may include requests for publicity activity, samples of which could be provided by our Publicity Officer or Chair.
5. Prepare and maintain a list of documentation pertaining to Trustees training, and undertake to collect, from new trustees, their signed declarations, and upload to our storage facility.
6. Complete and send any annual reports requested by TAT, and to be registered as our representative for voting at TAT AGM's, via the relevant Portal system.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, secretary@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role holder

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Garforth, Kippax and District U3A

Role Description: Treasurer

Overview:

Check the role description for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist in maintaining our online storage facility up to date. Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Open an appropriate bank account for our u3a which offers the desired facilities as identified by the committee e.g. dual authorised online banking, less banking charges etc.
2. Ensure the list of authorised signatories is maintained and updated as required.
3. Check and reconcile all bank statements and transfer to our on-line Dropbox account.
4. Ensure that all monies are paid out and into our account in reasonable time frames, maintaining copies of all receipts in preparation for item 6.
5. Prepare regular financial statements and reports for our committee in language which can be easily understood so that informed decisions can be made.
6. Present year-end accounts for bank account with all relevant paperwork to be examined as soon as possible after the year-end and in good time for the AGM and ensure that any recommendations from the examiner are implemented in a timely manner.
7. Present the year-end accounts at the AGM, and answer questions from members on the u3a's financial position.
8. Review any changes in our regular charges or payments that may be necessary to ensure that the financial resources of our u3a meet its present and future needs. Bring these issues to our committee in a timely manner, should they impact our membership fees, such that we may notify the membership at our AGM for the coming year.
9. Arrange for payment of any required funds to TAT, for distribution of u3a matters, and Beacon costs, as requested.
10. Reconcile any membership payments, throughout the year, and send details to our Membership Secretary, to be keep Beacon up to date.
11. Maintain our fixed asset register.

At end of tenure: [Return To Role Descriptions](#)

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, treasurer@garforthkippaxu3a.or.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

Garforth, Kippax and District U3A

Role Description: Membership Secretary

Overview:

Check any role information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Respond promptly to enquiries from any prospective member wishing to join our u3a, providing detailed information regarding membership fees, joining processes to include free sessions, and information of available interest groups.
2. Develop and maintain an up-to-date Welcome Pack for new members; review and develop our membership form to reflect current fees and details. The membership form will be made available via our website and at monthly members meetings, where new members can also pick up a copy of the Welcome pack.
3. Collect new membership fees, at members meetings, make sure any monies get to our Treasurer, or a bank signatory for banking, and providing new members paying by cash or cheque with a receipt.
4. Transfer all new members details to Beacon, our members database, from the current Membership Form. Once completed membership numbers and cards will be distributed via Beacon or be made available at the next members meeting.
5. Liaise with our Group Co-ordinator to ensure group information is kept current within our Welcome packs.
6. Review our Renewal Process with our Chair/Treasurer annually. Produce renewal notices to all members towards the end of each membership year; following up as required on those who do not renew in March/April, to ascertain reason why.
7. Present membership numbers at committee meetings, and to Chair/Secretary for inclusion in AGM Trustee Report at the end of May.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, membership@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Beacon Administrators

Overview of the role:

As full members of the committee the role holders will comply with the Committee Member description. The lead role holder, by preference, will be the Membership Secretary, however this is not a necessity. We shall always ensure that we have a second Administrator, also a committee member, who will also follow this description. The lead role holder is issued with a generic email address.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Overview of Beacon:

Beacon is our membership database, allowing us to hold all members details so that we comply with current General Data Protection Regulations (GDPR) which is essential to adhere to privacy expectations.

It has capability for Group Convenors to record and monitor group details; Treasurer to record financial information (currently not used); Newsletter editor to distribute copies; Chair and Secretary to send mass emails as required. The email function within Beacon allows all users to only send all emails via Bcc which comply under GDPR.

These other users have restricted access relating only to their current role, which is removed if the role is relinquished.

Beacon comes with a fully detailed user guide which is found at the base of the Beacon home screen.

Summary of Duties:

1. Lead role holder will be our point of contact with the Beacon Team, via the email address they determine to use for this role.
2. Maintain/update the system including adding new members, changes to member details.
3. Monitoring annual renewals and production of annual membership cards as required.
4. Control and decide on access for all other role users within Beacon, give training as required.
5. Removal of resigned members to comply with time scales as per GKD U3A Privacy Policy.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, beacon@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Reviewed: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Data Protection Officer/Policy Officer

Overview:

Check any information for these roles via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

As Data Protection Officer

1. Keep abreast of any regulation changes pertaining to GDPR, either via the Trust website or other sites, and review local u3a policies and procedures in accordance with that new guidance.
2. Write, develop, and review all our u3a policies and procedures pertaining to GDPR, and to distribute this information following any changes.
3. Maintain a log to monitor all breaches of GPDR, to include names, dates, reactions, and outcomes of those breaches.
4. Maintain, within the same log all dates, times, reasons for releasing personal details to anyone who would not normally have access to that information, as well as recording dates of access, or removal of access, to Beacon, ie for Group Convenors.

As Policies Officer

1. Monitor the TAT website for updates in policies, either new or to current policies. TAT now produces a list of Mandatory and Discretionary policies which has to be monitored regularly.
2. Produce, review and re-issue policies as required or decided by the committee, some may be able to be reviewed more infrequently, whereas some need to be done annually.
3. Notify members of changes to any policy, either by email, in our monthly Newsletter, or at a members meeting. Distribute any changes in policies to our webmaster so they may be changed on our local website, and to the Chair for uploading to our online storage facility.
4. Work with any other committee member a) to produce their necessary paperwork by giving it an official title and issue number, and b) to re-issue any documents with changes to an issue number.
5. Maintain a log of policies and procedures, with their initial issue date, review dates and who by. This log will also record when any policy or procedure is removed.

At end of tenure: [*Return To Role Descriptions*](#)

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, dataprotection@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover. The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

Garforth, Kippax and District U3A

Role Description: Groups Co-ordinator

Overview:

Check any role information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Produce and maintain an up-to-date Guide for Convenors, incorporating all relevant documentation and forms for use by those convenors, whether be by digital or paper copies.
2. Facilitate the establishment and smooth functioning of all interest groups within our u3a, by assisting, supporting and advising both new and current Group Convenors.
3. Encourage all members to be proactive at suggesting, starting and running new groups. Organise new group meetings to facilitate this if necessary.
4. Encourage all and new convenors, if digitally adept, to use our Beacon database, to aid in keeping all communications within GDPR guidelines.
5. Act as liaison between all members and group Convenors to facilitate easy lines of communication, including when new members are making enquiries.
6. Organise Group Convenor meetings at least twice a year, recording content and distribute outcomes to all Group Convenors in a timely manner, particularly to those who are not able to attend.
7. Maintain contact with all Group Convenors to disseminate any changes to policies and procedures pertinent to their roles. This may be by email (via Beacon), by telephone or at members meetings.
8. Act as liaison between Group Convenors and committee members to raise any issues, in either direction.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, groupscoord@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Speaker Co-ordinator

Overview:

Check any information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Collect details of appropriate speakers and prepare a calendar of speakers for our monthly member meetings, bringing those ideas to committee meetings as appropriate, noting that currently we do not use speakers at all of our meetings during the year.
2. Keep a log of previous and popular speakers' topics to prevent duplication in a short period of time.
3. Book accepted speakers, determining costs, requirements, length of talk and liaise with them up to the date of attendance.
4. Produce a Speakers Receipt form for the Treasurer to enable payment of the booked speaker prior to attendance so monies are ready on the day if necessary for those requesting payment on the day, however it is expected that most speakers will accept bank transfer payments.
5. Greet the Speaker on arrival and assist in their set up. If equipment is required this must be organised in advance, to ensure that it is available on the day of their visit.
6. Be the holder of the u3a extension lead and cable cover, making them available when requested.
7. Introduce the speaker and thank them on finishing.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, speaker@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Publicity Officer

Overview:

Check any information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Prepare, review and distribute leaflets and/or posters to advertise our local u3a.
2. Actively look for and suggest locations and opportunities to the committee to advertise our u3a.
3. Prepare costings, internal or external, for such advertising to bring and have passed by the committee and Treasurer. Produce receipts for such works to the treasurer for payment.
4. Attend outside events alongside other committee members, or general members to promote our u3a.
5. Provide samples of our leaflets, posters or notices to our secretary for forwarding to TAT or u3a matters, if requested.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, publicity@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will need to request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Venue Co-Ordinator

Overview:

Check the role description for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee. To assist Chair in maintaining our online storage facility up to date.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Evaluate all possible new venues, when notified by group convenors, or general members, of new locations.
2. Pass details of all evaluated venues to our Beacon Administrators to add to the database held there, unless the role holder is a current user on Beacon.
3. Review all current venues in rotation every 3 years, or when our u3a are aware of change of management, using the GKD U3A Venue Evaluation Form RA.
4. Maintain a log of all evaluated venues, including the relevant TAT Risk Assessment form, now replaced with the above evaluation form, either in paper or digital form, and to pass changes to our Chair for adding to the records held in our Dropbox Storage, unless the role holder has edit access.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address¹, venue@garforthkippaxu3a.or.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

¹Currently not in use. Any new role holder will request a (change of) password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Minutes Taker

Overview:

Check the advice for Trustees as on National u3a website. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee.

If this role holder is not a committee member, they must be aware that content of some meetings will be confidential and not to be discussed with general members. They may also be given use of a generic email address.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Summary of Duties:

1. Take accurate notes during, or digitally record, the committee meeting, while participating and voting when necessary.
2. Type up said notes in a timely manner following the committee meeting, as draft, until checked by either Chair, or Vice Chair in the absence of the Chair, then distributing the said minutes in full to all committee members via email, or in paper format if any committee member is not on email, or not able to print or view on their own digital device.
3. Following the subsequent meeting to the distributed minutes, where those minutes will be approved by the meeting members, any written notes or digital records must be destroyed.
4. Act as minute taker for any other u3a meeting, such as CYGNET, Convenor meetings or AGM, **if required and requested, and only if available.**

At end of tenure:

To give continuity to this role, at the end of the tenure, if a generic email had been in use, the holder will hand on the designated email address, xxxx@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use.

Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use, if not a committee member.

Adopted: July 2024

Review: Annually after AGM/Change of Role holder

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Garforth, Kippax and District U3A

Role Description: CYGNET Liaison

Overview:

Accountabilities are to our local u3a members and committee, as well as other members of the CYGNET group¹ of u3a.

Role is currently held by our Secretary.

Summary of Duties:

1. Act as liaison between this u3a and other member u3a of the current CYGNET Group, as laid out in their Terms of Reference
2. Communicate with Liaison officers of other group members via WhatsApp keeping lines of communication open between meetings, discussion of possible agenda items or progression of such items.
3. Attend CYGNET meetings along with other members from our committee – currently Chair and Publicity Officer.
4. Report back to committee when necessary, and to collate their ideas to take back to the next CYGNET meeting.

¹Selby & District, Sherburn & Villages, Tadcaster and Leeds

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, cygnet@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Committee Member

Overview:

Check any information for this role via the National u3a website, along with the advice for Trustees. To have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

Duties and Role Expectations

1. Maintain the constitution of our u3a and be aware of the common responsibilities as one of our trustees, complete the suggested online training within 2 months of joining our committee. This is completed via the National u3a website, accessible via our u3a website. A login maybe required.
2. Be aware of and actively comply with our Data Protection Policy.
3. Assist the Chair and committee in organising events and meetings, setting up venues and attending to help, when possible.
4. Attend a minimum of 8 of the 10 scheduled committee meetings during any year as a committee member, being proactive in taking part in all discussions.
5. Be proactive and reactive to resolving member issues, giving sound advice or directing to the Officer or Role Holder best to advise with regard to the issue raised.
6. Be able to explain the principles and ethos of the u3a movement and promote our u3a at any opportunity.
7. When attending a monthly meeting or AGM please identify yourself to all by wearing the yellow name badge provided, even when not actively participating in the operational aspects of the meeting.

At end of tenure:

Any paperwork held, applicable to the role of committee member, will need to be returned to either Chair or Secretary of our u3a. Currently this role does not have a generic email provided, however one could be generated if requested, so to remove communications from a personal email address.

Adopted: July 2024

Review: Annually after AGM/Change of Role Holder(s)

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Garforth, Kippax and District U3A

Role Description: Web Manager

Overview:

Check the National u3a website for information pertaining to this role. This role does not need to be held by a committee member.

Accountabilities are to our local u3a members and committee, as well as to Third Age Trust (TAT).

If the role holder is a full committee member, to have completed the Trustee training modules and review at reasonable intervals. To attend as many members meetings as possible with your Yellow Committee badge in view so you are instantaneously recognised as committee.

Summary of Duties:

1. Be the initial point of contact for all matters related to management and upkeep of our u3a website. This would include liaison with the relevant persons within u3a SiteWorks Team.
2. Responsible to update and maintain content of our website, as provided by our group convenors, relevant committee members and Chair. This could include changes to group details, reports, photographs, changes to committee.
3. Upload Policy documents, annual reports and accounts, as provided by our Data Protection & Policies Officer, Treasurer and Chair.
4. Ensure that all such changes are expedited as soon as feasible to maintain correctness of data therein.
5. Act as adviser to the committee relating to all things regarding the website.

At end of tenure:

To give continuity to this role, at the end of the tenure the holder will hand on the designated email address, webmaster@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder to use. Any paperwork applicable to the role will also be handed on to the new role holder. All housekeeping will be expected to have been completed prior to the handover.

The new role holder will request a change of password from the Chair for the said email address, before use.

Adopted: July 2024

Review: at change of Role Holder

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Garforth, Kippax and District U3A

Role Description: Newsletter Editors

Overview:

Currently these roles are held by committee members, please see the appropriate role description. Accountabilities are to our local u3a members and committee. Duties to be divided between role holders. One of the holders will be granted access to Beacon for use of email delivery system, to maintain GDPR compliance.

It is expected that editors will have experience in use of Microsoft Word¹, and hopefully a working knowledge of Microsoft Publishing¹. The newsletter is currently produced in Newsletter 2 column style, although could be produced as a 1 column document.

Summary of Duties:

1. Be adaptable and work together as a coherent team, dividing work load fairly and respective of each other's strengths.
2. Remind group convenors and regular contributors for their articles, via Beacon email system, to be received by 3rd Wednesday of each month, or date to suit, to the generic email address: newsletters@garforthkippaxu3a.org.uk
3. Proof read and collate reports and articles before inserting into newsletter template under the regular headings.
4. Contact our committee Chair or Secretary for Committee items to be inserted, Speaker Co-ordinator for the proposed speakers for members meeting, listed under 'Diary Dates' for next two months, and check with Groups Co-ordinator that Groups list is currently correct. This information will be available after the monthly Committee Meeting (held on 3rd Friday).
5. Check monthly on Beacon for non-email members and produce pre-printed address labels for each. Purchase supplies for postal deliveries, and invoice as per item 8.
6. Newsletter to be converted from Publisher to pdf and named in the format 'Newsletter-20xx-x-month-Final' before emailing/posting to all members. This retains continuity for both our website and Dropbox storage facility.
7. Postal copies to be sent no later than 25th of month, or 22nd February, to allow arrival in time for beginning of next month. Digital copies can be sent following day, via Beacon email system.
8. Invoices to be produced, using a proforma, and passed to our Treasurer for payment regularly throughout the financial year, ensuring that payments do not overlap one year to next. Payment is calculated per copy.

¹Or suitable replacement applications

At end of tenure:

To give continuity to this role, at the end of the tenure any or all of the holder(s) will hand on the designated email address, newsletters@garforthkippaxu3a.org.uk, along with relevant folders & contact lists intact for the next holder(s) to use. Any paperwork applicable to the role will also be handed on to the new role holders. All housekeeping will be expected to have been completed prior to the handover. The new role holder(s) will request a change of password from the Chair for the said email address, before use. [Return To Role Descriptions](#)

Adopted: July 2024

Reviewed: Change of Role Holder(s)