



Cotgrave & District

Executive Committee
Handbook

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SECTION 1

GENERAL INFORMATION

The role of the Executive Committee is the governance of Cotgrave & District U3A in accordance with the principles of the u3a organisation and the needs and requirements of Cotgrave & District U3A.

The Executive Committee consists of 4 Officers: Chairman, Vice-Chairman, Secretary and Treasurer. The responsibilities of these positions are detailed in Section 2. The Executive Committee must have at least 5 members and not more than 12. Posts for non-officers are decided at the committee meeting following the AGM.

Roles essential for the successful operation of Cotgrave & District U3A are: Membership Secretary, Groups Coordinator, Speaker Finder and Monthly Newsletter Editor. Other roles that aid the running of Cotgrave & District U3A are Links Coordinator, Web Master, Minutes Secretary, Publicity, Technical Support and Facebook Coordinator. The responsibilities for these roles are detailed in Section 2

All committee members have fixed tenure durations. More details in Section 2.

For more details of the make up of the Executive Committee please consult the Constitution, available in the admin section of our website <https://cotgraveu3a.weebly.com/admin-section.html> or from the Secretary

EXECUTIVE COMMITTEE MEETINGS

- Meetings normally take place once a month on a Friday starting at 10am.
- Items for discussion should be sent to the Secretary for inclusion in the Agenda, at least 7 days before the meeting.
- Minutes from the previous meeting are circulated to all Executive Committee members before the meeting and discussed at the meeting together with items on the agenda.
- The Executive Committee Meeting is the only time the committee meet as a group unless there are extenuating circumstances.
- Members can be invited to attend and observe Executive Committee Meetings and indeed are encouraged to do so.

SECTION 2

COMMITTEE ROLES AND JOB DESCRIPTIONS

EXECUTIVE OFFICERS

CHAIRMAN (*Maximum tenure is 3 years*)

- To ensure that Cotgrave & District is run smoothly and efficiently by ensuring the principles of the U3A are followed.
- To ensure the Constitution of Cotgrave & District U3A is followed.
- To Chair Meetings:
AGM:
 - Prepare an Annual Report.Monthly Committee Meetings:
 - Liaise with Hon Secretary re Agenda.
 - Use casting vote when necessary.
- To liaise with Committee Members about their role(s).
- To make appropriate decisions about any matter(s) raised, e.g. have matter discussed at Committee.
- To address any issues/queries raised by members.
- To represent, where appropriate, Cotgrave & District U3A at Regional and National Level.

VICE CHAIRMAN (*Maximum tenure is 3 years*)

- To support and assist the Chairman in ensuring adherence to the policy of the U3A and Cotgrave & District U3A Constitution and its policies.
- To deputise for the Chairman as and when required.
- To assist the Chairman in arrangements for sub-groups and other general meetings.
- To support other Executive Committee Members in their roles as and when required.
- To act as a representative of Cotgrave & District U3A at external meetings.

TREASURER (*Maximum tenure is 6 years*)

Overall Responsibility

To oversee the finances of Cotgrave and District U3A in line with the Constitution, the wishes of the Committee and charity legislation.

Duties

- Receive and bank all monies.
- Maintain accurate records of all monies received attaching all relevant paperwork.
- Issue receipts for cash payments.
- Chase up debts promptly.
- Ensure all Cotgrave U3A's financial obligations are met quickly and efficiently.
- Make payments by BACS, Cash or cheque.
- Maintain accurate records of all payments with supporting paperwork.
- Ensure any grants or funds received for specific purposes are designated as restricted funds and appropriately spent.
- Ensure bank account is maintained and updated re authorised signatories, addresses and contact details.

- Check and reconcile bank statements as soon as possible.
- Prepare regular financial statements and reports for Committee.
- Present year end accounts to be audited as soon as possible after year end and in time for AGM.
- Keep financial records, paperwork and correspondence for at least 6 years.
- Keep a record of any property/assets.
- Carry out a comprehensive handover to a new Treasurer when appropriate.

SECRETARY *(Maximum tenure is 6 years)*

Role summary

- To support the Chair in ensuring the smooth running of the board of Trustees (the committee).
- To take overall responsibility for the day to day administration of the U3A.
- To deal with all correspondence and the circulation of information.
- To ensure meetings are effectively organised and minuted.
- To maintain effective records.
- To act as an information and reference point for all members of the committee.

Main responsibilities

- To organise Committee Meetings.
- To book venues for committee meetings, AGMs and any other business meetings.
- To receive agenda items from committee members.
- To monitor the progress of decisions and agreed actions from the previous meeting/meetings.
- To ensure a quorum is present at each committee meeting.
- To ensure the minutes of the previous committee meeting are approved.
- To ensure any queries/comments/complaints from members are considered by the committee.
- To record all decisions made and policies agreed in a 'policy and procedure' notebook.
- To produce the AGM agenda and supporting paperwork in consultation with the committee for circulation to the members.
- To organise the AGM checking the meeting is quorate before commencing and that all stipulated procedures are adhered to.
- To book the venue for and organise monthly meetings.

General administration

- To stay up to date with information, policy and procedural changes and legislative requirements as advised by National Office.
- To ensure any mailings or information from National Office are disseminated to the committee as required.
- To liaise with trustees to complete and return administrative documents from National Office and from the charity regulatory authorities, if applicable.
- To notify National Office of all relevant changes on the committee.
- To maintain a file of accident reports.
- To renew CLA licence and PVSL licence, if required.
- To be responsible for ordering stationery, promotional materials and merchandise from National Office.
- To contact National Office with insurance queries or potential claims.

Correspondence

- To respond to incoming correspondence, consulting with the committee where necessary.
- To write letters on behalf of the U3A as directed by the committee.

Maintenance of records

- To act as the custodian of the U3A's constitution and the relevant policies and procedures.
- To develop an efficient and secure system for storing U3A information.
- To maintain an archive of important documents e.g. AGM minutes, annual reports, past committee meeting minutes – as agreed.

Dissemination of information

- To receive mailings from the National Office and to communicate the information to the members of the committee and U3A members as appropriate, using all available means.

NON-EXECUTIVE OFFICERS *(Maximum tenure is 5 years)*

MEMBERSHIP SECRETARY

New members

- Deal with membership enquiries directly and referrals from the website giving information and taking initial details from the prospective member.
- Keep prospective members' information for 3 months and send out newsletter and diary for information.
- Have a visible presence at the monthly meeting or, if not able to attend, allocate role to another.
- Ensure new membership forms are completed correctly and allocate a membership number.
- Issue membership cards and information sheets.
- Add details to current members' spreadsheet and forward spreadsheet to relevant committee members.
- Liaise with treasurer regarding payment of subs.
- Organise a buddy support system to ensure new members are welcomed, and ensure buddies are aware of the responsibilities of the role.
- Liaise regarding new members' meeting .

Renewals

- Prepare lists for collection of subscriptions.
- Send initial reminder email or letter in December regarding collection of subs in January at the Monthly Open meeting.
- Send 2nd reminder in January following meeting.
- Send 3rd email or letter to those who have not renewed to inform them they are no longer members and try to ascertain their reason for leaving.
- Re issue membership cards.
- Supply membership details to committee and group leaders as required to ensure they have up to date contacts.

Records

- Ensure all information is stored in accordance with the Data Protection Policy.

Committee Member

- Attend committee meetings and support the decisions made by the committee.

SPEAKER FINDER

- To research and book speakers for the monthly meetings.
- To contact potential speakers who have, for instance, been in touch, have been recommended by others or whom the Speaker Finder has researched online.
- To book the speaker for an appropriate date (this can be up to 2 or more years ahead) and will liaise with them as to their fees and equipment requirements. The speaker finder will contact the speaker a few weeks before the meeting to confirm the arrangements. They will consult with the treasurer as to the appropriate method of payment as agreed with the speaker.
- To produce and print posters advertising the next monthly meeting with the details of the speaker. These will be distributed to the town council to be placed in their noticeboards, and in various locations around Cotgrave such as the library, The Manvers, Cotgrave Welfare, Grannies, the Catholic church charity shop.
- To greet the speaker at monthly meetings and introduce them to other committee members, in particular the Chair. They will ensure everything is in place and may also offer to get them a drink. They will also request someone to offer thanks at the end of the presentation (usually but not necessarily a committee member). Occasionally the speaker finder will do this.
- To write short notes for publication in the Gazette

GROUPS COORDINATOR

- Act as a first contact for all Group Leaders.
- Facilitate members joining groups.
- Find leaders for new groups.
- Inform committee of group activities and problems.
- Organise meetings for Group Leaders.
- Research potential venues for group meetings.
- Continually update the Webmaster regarding all group changes and encourage Group Leaders to do the same.
- Liaise with Group Leaders and Newsletter Editor to produce and distribute a monthly diary sheet.
- Ensure that the Group Leader's Handbook is reviewed regularly.

MONTHLY NEWSLETTER EDITOR

- Write the newsletter monthly and distribute it to all members who have an email address by the end of the month. Newsletter distributed by hand for those with no email.
- Contact Group Leaders 7 days prior to publication to obtain their contributions of details of news and general information for scheduled monthly meetings and activities.
- Include in the newsletter the date of next open meeting, a brief review of last monthly speaker and details of next speaker.
- Include additional information from the committee meeting.

- Edit contributions, make decisions about suitability for inclusion in newsletter.
- Submit newsletter for proof reading to Groups Coordinator.
- Send out newsletter by pdf format by email.
- Be aware of data protection and copyright issues.
- Liaise with Groups Coordinator to facilitate the production of the monthly diary.
- Act as a member of the committee.

LINKS COORDINATOR

- To liaise with national, regional and local groups in order that the Cotgrave & District U3A committee is kept informed of events and information from these bodies.
- As a result of the above, to make sure that the whole of Cotgrave & District U3A is kept abreast of developments, ideas, suggestions and advice from these bodies.
- To attend where necessary or possible local/regional/national committee meetings either in person or by social media where appropriate. To report back to the local committee.
- To attend if possible/necessary the national conferences if the committee deems this appropriate.
- To relay any internet/social media information such as newsletters/communications from other U3As/individuals/groups as deemed appropriate by the coordinator and to whoever the correct group is identified as.
- To liaise closely with other members of the committee where appropriate.
- To be aware of the national magazine and information therein and keep up to date with national resources available for use by Cotgrave & District U3A.

WEBMASTER

- Publish on the website any information requested or endorsed by the committee.
- Publish on the website any information that is pertinent to Cotgrave & District U3A.
- Publish on the website information provided by the Groups Coordinator or their assistants and Group Leaders.
- Ensure that all information on the site is current and remove any information that is incorrect or out of date.
- Suggest any ways of improving the website, either presentation or content, to the committee.
- Monitor other U3A websites for possible ways to improve the Cotgrave & District U3A website.

PUBLICITY

- Chair the Publicity Sub-committee.
- Arrange meetings with the members of the Publicity Sub-committee by email or face to face.
- Prepare an agenda for the meeting.
- Carry out or delegate any actions decided at the meeting, such as producing and publishing appropriate literature, delivering publicity items to various locations.
- Minute the meeting and send these to the sub-committee members.
- Report back to the executive committee at the next committee meeting.

MINUTES SECRETARY

Overall Responsibility

To ensure that meeting minutes are taken and distributed to all relevant parties in a timely manner.

Duties

- Attend monthly committee meetings and the Annual General Meeting.
- Accurately record all of the salient points presented, discussed and/or decided at the above mentioned meetings.
- Produce first-draft minutes and electronically circulate them to committee members for comment and/or corrections within 4-5 days of the meeting.
- Receive comments and/or corrections.
- Make any necessary amendments or, if appropriate, check with the Chairman to ensure that the final minutes are complete and accurate.
- Electronically distribute the final minutes to all relevant parties (committee members and President if applicable) within 7 days of the date of the meeting.

Additional Responsibilities

- To find a substitute Minutes Secretary in the case of foreseen absence.
- To ensure that relevant assistance is given, if required, to the next post-holder
- To contribute to committee meeting discussions and/or initiatives.

OTHER ROLES

TECHNICAL SUPPORT

The role of Technical Support is to provide equipment and assistance to group leaders with their audio and visual technical needs for meetings.

Technical Support can provide:

Visual Equipment

- Projector with a variety of input sources for displaying slideshows, presentations, videos, etc. suitable for large, e.g. Cotgrave Welfare, or small venues, e.g. The Manvers
- Laptop to connect to projector. Presentations may be:
PowerPoint presentations : Images : Documents : Videos : Online material
(subject to internet connection)
- Hand-held presentation clicker compatible with PowerPoint and laptop

Audio Equipment

- PA System suitable for large venue e.g. Cotgrave Welfare equipped with
2 x wireless head/lapel microphones and 2 x wireless hand held microphones
- 2 x PA Systems suitable for small meetings each equipped with 1 x wireless head microphone.

Other Services

Technical Support may be able to help with preparing or customising presentations and advice on required equipment.

Notice

Group leaders and event organisers requiring technical assistance are asked to give sufficient notice of the event together with the equipment requirements and the date, time and location of the event(s).

FACEBOOK COORDINATOR

- Administer and monitor Cotgrave & District U3A's Facebook page.
- Promote Cotgrave & District U3A events and activities through the Facebook page.
- Maintain compliance with all Data Protection and U3A policies.
- Respond to enquiries from U3A members or from the public.

SUB-COMMITTEES AND FUNCTIONS

For the smooth running of Cotgrave & District U3A various sub-committees have been set up. Currently these are:

PUBLICITY

- To organise publicity material to encourage local participation in Cotgrave & District U3A.
- To consult and report to the Executive Committee on matters of expenditure for advertising.
- To arrange distribution of advertising material around the locality.
- To produce and submit advertising into local publications.

ETHICS & STANDARDS

- To be available by email to discuss what non U3A related information should or should not be sent to members who have signed up for this service.

POLICY

- To carry out a review of various documents and protocols as and when required and/or before the expiry date.
- To consult changes to the Executive Committee and ensure that the policies on the website are up to date versions.

Equality and Diversity Policy
Safeguarding Vulnerable People Policy
Risk Assessment
Data Protection Policy
Data Protection Authorisation
Data Protection Agreement
Privacy Policy
Cotgrave & District U3A Constitution
Executive Committee Handbook

SECTION 3

EMAIL PROTOCOL

Matters relating solely to intra Executive Committee emails.

- Any emails discussing the business of Cotgrave & District U3A should be sent to all committee members and any replies should be sent to all committee members by using the “reply to all” option.
- This does not preclude committee members sending emails to another committee member or members where it is not a matter for the full committee - for instance a member might receive correspondence relating to finance which, depending on the contents, it might be appropriate just to forward it to the Treasurer.
- Any emails discussing the business of a sub-committee should be sent to all sub-committee members and any replies should be sent to all sub-committee members by using the “reply to all” option.
- The protocol does not preclude communication on committee matters between individual members as long as they do not relate to a subject which is currently under committee consideration. For instance a member may wish to seek the advice of another member on a non-current matter as to whether it should be raised again.
- Communication on committee matters would be improved if we could ensure that there is an unbroken thread on any given subject. Respondents should try to include all previous emails in any email they subsequently send.
- The Chairman has the right to move a discussion from email to a committee meeting if it is deemed to warrant it.

Matters relating solely to Executive Committee emails to the membership.

- Any emails sent to ‘all members’ should be sent BCC.

OTHER INFORMATION

- Committee decided to keep U3A type face and not to use u3a following re-branding by the National body.
- The publishers of the Third Age Trust (TAT) magazine require a regular update of members’ mailing details. This task will be undertaken by a member of the committee.
- The Buddy System for assisting new, or potential new, members at Monthly Open Meetings is managed and monitored by the Membership Secretary. All Buddies should be made aware of their duties and responsibilities.
- Pastoral duties are currently undertaken by the Chairman but this responsibility can be taken on by any appropriate and willing committee member.
- Designated Safeguarding Officers are appointed from within the committee.
- The availability and cost of hiring venues changes from time to time. The Groups Coordinator is available to provide advice and guidance to those seeking a venue for their activities.
- The Committee Handbook will be updated each year following the AGM and new copies will be given to all committee members.
- The Committee can form sub-committees to cover specific issues.
- The Committee decided in December 2021 that the full list of details for all members should only be held by the Membership Secretary, Secretary, Newsletter Editor and Webmaster.

For more details please consult the admin section of our website <https://cotgraveu3a.weebly.com/admin-section.html> or the Secretary.

APPENDIX I

COMMITTEE MEMBERS

EXECUTIVE OFFICERS

Chairman
 Vice Chairman
 Secretary
 Treasurer

NON-EXECUTIVE OFFICERS

Membership Secretary
 Speaker Finder
 Groups Coordinator
 Monthly Newsletter Editor
 Links Coordinator
 Webmaster
 Publicity
 Minutes Secretary

All of the roles above have deputies, predominantly from other members of the committee.

NON-COMMITTEE ROLES

Technical Support
 Facebook

Current and immediate past Committee Members. See policy documents for eligibility for re-election.

Name	Co-opt	Elected	Non Officer retire date	Max Officer role	Expected leave date	Covid adjustments
Barbara Bullin	10/12/2013	28/07/2014	May-19	+3 (Chair)	May-22	Retired 2021
Michael O'Connor	10/12/2013	28/07/2014	May-19	+3 (Chair)	May-22	AGM 2023
Chris Soar	10/12/2013	28/07/2014	May-19	+6 (Treasurer)	May-25	AGM 2021
Malcolm Baxter	02/10/2014	12/05/2015	May-20	+6 (Treasurer)	May-26	Retired 2021
Pat Baxter	02/10/2014	12/05/2015	May-20		May-20	AGM 2021
Sue Childs		28/07/2014	May-19	+1 (Vice Chair)	May-20	AGM 2021
John Haskell	08/01/2015	10/05/2016	May-21		May-21	AGM 2022
David Drakes	30/07/2015	10/05/2016	May-21		May-21	DECEASED
Peter Shreyhane		09/05/2017	May-22	+4 (Vice +Chair)	May-26	AGM 2027
Maureen Johnson		09/05/2017	May-22		May-22	AGM 2023
Stuart Ellis		08/05/2018	May-23	+6 (Secretary)	May-29	AGM 2030
John Orton		08/05/2018	May-23		May-23	RETIRE AGM 2021
Sue Hillyard	Jul-21	09/11/2021	Nov-26		Nov-26	
Elsie Warby	Jul-21	09/11/2021	Nov-26		Nov-26	
Liz Manning		09/11/2021	Nov-26		Nov-26	
Heather Whatnall		09/11/2021	Nov-26	+ 6 (Treasurer)	Nov-32	
Paul Childs		09/11/2021	Nov-26	+ 3(Vice Chair)	Nov-29	

APPENDIX II

ASSET REGISTER (extract from details held by the Treasurer)

Items purchased

Date	Asset No	Item	Equipment held by
Jan.16	A001	Casio Portable Mini Keyboard	Sue Hillyard
Mar.16	A002	Projector Stand	Peter Cadwallader
Feb.17	A004	A3 White Board	Paul Childs
Feb.17	A005	BenQ Projector with Case	Peter Cadwallader
Mar.17	A006	Airwaul 3 x 3 Gazebo	John Haskell
Mar.17	A007	Publicity Flags & Banners	John Haskell
Jul.17	A008	Karaoke Microphone	Sue Childs
Nov.17	A009	QR12 Portable PA & Stand	Peter Cadwallader
Feb.18	A010	Boupower Shidu 10 Watt Wireless Voice Amplifier	Peter Cadwallader
Sep.18	A011	Cable Tidy x 2	Peter Cadwallader
Oct.18	A012	Boupower Shidu 15 Watt Wireless Voice Amplifier	Peter Cadwallader
Nov.18	A013	Bridge Bidding Boxes	June Odell
Jun.19	A014	Subzero SZW30 Wireless Microphone System	Peter Cadwallader
Aug.19	A015	HP250 G7 Laptop and Case	Peter Cadwallader
Mar.20	A017	Roll Up Banners	John Haskell
Jun.20	A018	BenQ Projector and case	Peter Cadwallader
Mar.22	A019	Panasonic SC-HC200 Radio/CD Player	Sue Hillyard
	A020	Soundlaw Microphone	Pat Baxter

Items loaned to Cotgrave & District U3A.

Asset No:	Item	Equipment held by
L001	Phillips C Smart Projector (Maureen Johnson)	Pat Baxter
L002	Esson 4180 Scanner (Anthony Bullin)	Pat Baxter
L004	Portable Roller Screen (John Orton)	Peter Cadwallader

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