

OPPORTUNITIES FOR VOLUNTEERS/HELPERS IN CHESTER U3A

Help is needed in the following areas, which are not necessarily committee positions

1. Social Committee
2. Groups e.g. organising special events such as Co-ordinators lunch
3. Thursday meetings - organise speaker or group participation
4. Thursday meetings - confirm persons responsible for tea/coffee rota
5. Publishing
6. Computer assistance
7. Welcome committee
8. Putting out and storing chairs on Thursday and Tuesday meetings
9. Opening and locking up the hall on Tuesday and Thursday meetings
10. Liaison with the voluntary Sector
11. Fund raising, may be necessary in the current climate.

IF YOU WOULD LIKE TO JOIN THE COMMITTEE è

A DEPUTY/SHADOW PERSON FOR ALL EXECUTIVE POSITION IS NEEDED

COMMITTEE POSTS

1. **Chairman**, who chairs the monthly meeting. Oversees the organisation of committee meetings. Liaises with National, Regional, and the Network. Disseminates information from The Third Age Trust and has overall responsibility for the day to day running of the group.
2. **Vice Chairman** who deputises for the Chairman, and helps make decisions which may arise but cannot wait for the next Committee meeting. Helps out in any other area he/she is interested in be it groups or at National, Regional or Network level. Prepares to take over as Chair when the chairman retires.
3. **Treasurer** deals with any monies paid in (including Gift Aid) or expenses paid out on behalf of Chester U3A. Maintains a spread sheet of all money activities. Prepares an annual statement of account and a financial report for examination by an external examiner. The financial report and statement are presented at the AGM.
4. **Business Secretary** deals with correspondence, liaison with U3A National Office, Insurance. Charities Commissioner
5. **Minute Secretary** takes and circulates minutes of each committee meeting, AGM and SGM. Prepares supplementary material for AGM and SGM
6. **Membership Secretary** maintains a computer database for over 700 members, including the waiting list. Organises a membership renewal day. Mails introduction brochures to potential members. Mails new membership cards and brochures to all members. Contacts those on the waiting list at the appropriate time for admission into Chester U3A.
7. **Group Co-ordinator Liaison Officer** supports over 60 Group Co-ordinators, helps new Groups start up and grow. Helps the co-ordinators with any problems they encounter. Organises the annual co-ordinators meeting.

- 8. Speaker Secretary:** Collects the key to St.Columba's Hall and prepares the hall and the audio/visual aids immediately prior to the meeting. Following the meeting, ensures that the hall is tidied and secured. This is done with the support of numerous helpers.
- 9. Member Distribution List Guardian.** Maintains a list of current members e-mail addresses. Sends out a reminder to all registered e-mail members when the News Sheet appears on the web. Liaises with the membership secretary to keep the list up to date. Removes unpaid members and adds new members to the list at the start of the financial year
- 10. IT Liaison officer** Extracts and collates IT information from committee meetings and the help desk .Keeps the webmaster informed of any IT developments. Acts on the committee as IT liaison between Webmaster, Help Desk and Popular Science.
- 11. Social Committee.** Organises a very wide active programme of events, including theatre visits, day trips, museum visits, holidays at home and abroad, just to mention a few
- 12. Special Projects** - a one-off project e.g. research other U3As.

If you are considering helping why not have a chat with any of the committee members at the Thursday or Tuesday meetings - they should be wearing a badge!

Jenny Carley