



THE UNIVERSITY OF THE THIRD AGE

Carlton & Gedling

Sub role :- New Members Meeting

To hold a public meeting once a month in the area for new members of C&G U3A, visitors and prospective new members to chat to a small group of the Committee.

Ideally the responsibility of this task sits with the Role of Membership Secretary, but could be delegated to the Meeter/ Greeter or possibly one of several other members of the Committee

See attached :- New Members Meeting – info sheet

Sub role :- Minutes Secretary

To take minutes at the monthly Committee Meetings, to agree draft minutes with the Chairman and/or Business Secretary before circulating to the full Committee approx. 1 week after the date of the meeting.

The responsibility for minutes being taken, documented correctly and circulated lies with the Business Secretary. It is preferable, however, if someone with no other main Committee role to fulfil can take the minutes – either a Minute Secretary who is not on the Committee, or a co-opted member of the committee with few other duties.

See website for format of minutes taken in recent months

Sub role :- Second Screen Powerpoint Display

Whilst not essential, it has proved a useful extra method of publicity to have a powerpoint display on a loop running during parts of the General Meetings – posters, photos, videos, notices all advertising future Interest Group Meetings as well as future and past events.

To a large extent content is provide by Committee Members and Convenors but the person compiling and editing the display is likely to need to glean and enhance content from his/her U3A knowledge.

This role could sit alongside several of the main or assistant roles.

Sub Role :- Publicity

To maintain both the content and stock of C&G U3A publicity material, making it available for circulation as agreed by the Committee in the Publicity Plan.

Also to ensure that a team of Committee Members take part in any local events, fairs, shows that the Committee agree to participate in.

See Publicity Plan – the person doing this sub-role should once a year review the Plan with the Committee

Sub Role :- Notts Network Representative

To attend the Notts U3A Network meetings (approx. once a quarter), as representative of C&G providing a communication link between the two. A written report should be presented to the C&G Committee after each meeting, and this person should try and ensure that the committee action as appropriate

Sub Role :- Development of external links for research and SLPs

To seek and encourage external links with academic, scientific, historic (etc.) bodies in order to explore situations where C&G members could assist with research or take part in Shared Learning Projects.

To advertise such projects amongst C&G members and groups and encourage participation



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Sub Role :- General Meeting Checklist

To supervise the preparations for each General Meeting – items listed on checklist (attached)

Ideally the responsibility for this tasks sits with the Business Secretary, but could be carried out by almost any member of the committee and to a large extent individual role holders will carry out their own elements of the preparation .