

CONTENTS

Section 1	Structure of the Committee
Section 2	Responsibilities of the Committee
Section 3	Replacement of Committee Members
Section 4	Communication
Section 5	Beacon
Annex 1	The Committee roles and role descriptions
Annex 2	The Trustee Code of Conduct
Annex 3	The Third Age Trust

SECTION 1 – STRUCTURE OF THE COMMITTEE

- (i) The Wimborne u3a Committee comprises 9 functional posts. These are set out in Annex 1 below, together with brief outlines of the responsibilities of each post.
- (ii) To comply with the regulations of the Charities Commission, the Wimborne u3a must have a minimum of 5 and a maximum of 15 Trustees. The 4 Honorary Officers and all Committee Members, other than co-opted and honorary members, must be trustees.
- (iii) All trustees in addition to the Treasurer, will be allocated 'Authorisation Status' for the Wimborne u3a bank account in accordance with the bank mandate. Payments may be initiated only by either the Treasurer or the Chair.
- (iv) The Chair Vice-Chair, Treasurer and Secretary are known as the Honorary Officers
- (v) Up to two additional Committee Members may be co-opted and their tenure will last until the next AGM. Co-opted Members have full voting rights.
- (vi) The Committee may also invite persons to serve on the Committee because of their special expertise. They shall have no voting rights and their tenure will expire but may

be renewed by a majority vote at the next AGM. They are referred to as Invitees and do not need to attend committee meetings.

- (vii) New Trustees, in accordance with the regulations will be required to complete the Wimborne u3a 'New Trustee Details' form to be submitted by the Chair to the CC. Charity number 1096535. New Trustees will also receive an induction and be provided with the Trustees Handbook.

SECTION 2 – RESPONSIBILITIES OF THE COMMITTEE

- (i) Committee members are responsible for the governance of the u3a including directing how it is managed and run. The Trustees and other Committee members must make sure that the u3a is carrying out the purpose for which it is set up, and that all resources and funds are used only in furthering its charitable objective.
- (ii) Trustees and other Committee members are collectively responsible for ensuring that a u3a fulfils its charitable objectives and does not stray beyond them.
- (iii) The Trustees are bound by a code of conduct. This comprise a written set of requirements which will be kept by the Secretary along with the Charities Commission documentation required for the registration of trustees. The Code of Conduct can be signed by each individual trustee, or form part of the minutes at a Committee meeting following the AGM. The other Committee members will also be asked to commit to the Code as part of their responsibility. The Trustee Code of Conduct and Trustee Responsibilities are provided as separate documents in Annex 2.
- (iv) The Committee will have the responsibility of reviewing the Policy documents that are required by the terms of membership of u3a, on an annual basis, not later than the end of the calendar year.
- (v) Once volunteers have been found, enable them to be aware of the work involved and contribute help as required after succession has occurred.
- (vi) All activities required of all Committee Members which may occur from time to time over and above those commitments accepted upon taking office will be voted on. A unanimous vote will commit all Committee Members to taking an equal part as far as possible.
- (vii) u3a committees are covered by Trustee Indemnity Insurance provided through the Third Age Trust. The insurance protects u3a Trustees both individually and as a board, against a genuine mistake or error of judgement providing that they have acted responsibly and followed their u3a's constitution. Where this is deemed not to be the case, Trustees risk being held personally responsible and not being covered by indemnity insurance.
- (viii) There may from time to time be further additional activities which are required to be shared amongst other Committee Members. This will be conducted on a volunteer

basis and it is hoped that all Committee Members will involve themselves on as equable a basis as possible.

- (ix) Trustees must declare a conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chair will then decide whether to exclude the Trustee from a particular item or even from the whole meeting. In the event that the Chair has a conflict of interest, then the committee should request the Vice-Chair to rule on the matter.
- (x) In order that all Trustees feel comfortable expressing their views and ideas it is essential that everybody maintains confidentiality outside the committee at all times. The decisions made by the committee must be minuted and, once approved, the minutes are available on request to members.
- (xi) Committee members need to familiarise themselves with www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3.

SECTION 3 – REPLACEMENT OF COMMITTEE MEMBERS

- (i) Prior to the end of the period of tenure, or the personal resignation whichever is the earlier, the Committee should actively seek a replacement of a Committee Member.
- (ii) Once volunteers have been found, enable them to be aware of the work involved and contribute help as required after succession has occurred.
- (iii) When committee members stands down they will be required to:
 - Relinquish Beacon privileges.
 - Allow the successors to have a smooth transition by making him/herself available as a mentor
 - Ensure all copies of Minutes and other documents acquired during the Committee tenure are passed on to a successor.
 - Return any equipment held during the tenure.

SECTION 4 – COMMUNICATIONS

- (i) Communication is vitally important to the effective governance of any organisation. This applies not only to external communications with the general public but within the u3a between members, convenors and the Committee.
- (ii) Within the Committee, all relevant information should be communicated to the responsible committee member in order them to effectively carry out their duties. This will be done through:
 - Committee meetings
 - Training events
 - Regular reports form the Chair and the other Officers.

- The use of WhatsApp, email and phone to maintain communication between Committee Members.
- (iii) Between the Committee and the Convenors, communication will be undertaken through:
- visits to the groups by the Chair, Vice-Chair and Group Secretary
 - termly Convenor meetings with briefings by Committee members
 - regular updates via Beacon
 - the Convenor's Handbook
 - the Newsletter
 - the Website
- (iv) Between the Committee and the members, communication will be driven by:
- Using the Convenors as intermediaries
 - the Member's Handbook which will be issued to all members at the start of a new academic year
 - the Newsletter and other mail outs where new information needs to be supplied
- (iv) External Communications with the general public and possible new members use a wide range of marketing and publicity tactics. These will be detailed in the annual development plan.

SECTION 5 – BEACON

- (i) Beacon is the proprietary software used by the Third Age Trust to manage Membership. It provides instant information of all members' details, the groups, the venues and also offers an effective method of communication by email between the various role holders in the u3a structure.
- (ii) Beacon is managed day to day by the Website Manager, who also looks after our website, which interfaces with the Beacon system. The Chair is the Beacon Administrator.
- (iii) All Committee members need to be knowledgeable about Beacon and how it is used in relation to their area of responsibility. It is also important that the Convenors have a good knowledge of Beacon to enable them to check information about their groups. The Committee will organise briefings and training for new convenors.

ANNEX 1 – THE COMMITTEE ROLES AND ROLE DESCRIPTORS

Chair

1. To be the lead Trustee for the Wimborne u3a.
2. To be responsible for the strategic planning and development of the Wimborne u3a.
3. To have administrative oversight of Wimborne u3a, ensuring it is functioning according to the Constitution, and the requirements of the Third Age Trust and the Charities Commission.
4. To be the Administrator of Wimborne u3a Beacon System and allocate privileges to Members, Convenors and Committee Members as appropriate.
5. To chair the Annual General Meeting and all Executive Committee Meetings or delegate responsibility to the Vice-Chair when necessary.
6. To arrange the Agenda for said Meetings and distribute required information in advance of each meeting to Committee Members.
7. To chair Convenors' Meetings including the Convenors' Lunch.
8. To delegate duties to Committee Members as appropriate.
9. To represent Wimborne u3a at Dorset Network Meetings if required, or delegate to another committee member.
10. To complete and submit the Trustees' Annual Report to the Charity Commissioners in accordance with the current Charity Commission requirements.
11. As Beacon Administrator, to be responsible for the 'master' login to Beacon and to periodically check that the system is functioning correctly.

Vice-Chair

1. To be a Trustee of the Wimborne u3a.
2. To deputise for the Chair when required.
3. To be the Committee Link with all Committee Invitees, Social Events Co-ordinator and the Talks Organiser.
4. To take specific responsibility for liaison with u3a groups and convenors in conjunction with the Groups Secretary.
5. To assist the Communications and Social Secretary with marketing and external communications.
6. To support the Chair in all operational aspects of Wimborne u3a.
7. To carry out any other duties which are required from time to time.

Secretary

1. To be a Trustee of the Wimborne u3a.
2. To maintain contact with the Third Age Trust and other u3as.
3. To complete returns to the Third Age Trust, on behalf of the committee, as required.
4. To retain relevant paperwork from the Third Age Trust and elsewhere, for reference when needed and hand on to successor.
5. To deal with correspondence as appropriate.
6. To take the Minutes at all Executive Committee Meetings and the Annual General Meeting, and send to the Chair for approval; upon that approval, to distribute the Minutes to the Committee Members.
7. To store and maintain the digital file records of all Wimborne u3a documentation, including all agendas and signed minutes.
8. To prepare and distribute as necessary all internal communications with the Wimborne u3a Membership, including the Annual General Meeting.

Treasurer

1. To maintain full and accurate records showing receipt and expenditure of Wimborne u3a funds.
2. To ensure those funds are used in a proper manner, in association with the Chair.
3. To report on those records to each Committee Meeting.
4. To prepare an annual statement of accounts for presentation at the Annual General Meeting according to the Charity Commission format.
5. To deal with payments and receipts as required and to request a second authorisation to the transaction from another contracted committee member.
6. To maintain files of correspondence and information regarding financial matters relating to Wimborne u3a.
7. To ensure Gift Aid is used appropriately.
8. To liaise with the local bank used by Wimborne u3a.
9. To make recommendations to the Committee regarding potential future financial transactions and their implications and to prepare budget forecast to inform Chair and Committee of any need to raise subscriptions in the coming Financial Year.
10. To liaise with the Equipment Manager, who maintains a record of all capital purchases and who holds each item, in respect of their cost.

11. To assist the Chair and Secretary with the completion of the Annual Report to the Charities Commission.

Membership Secretary

1. To deal with all matters relating to the Membership.
2. To collect subscriptions and pass them to the Treasurer.
3. To maintain a record of all Members and the allocation of Membership Numbers within the Wimborne u3a Beacon Database.
4. To provide the information for the Website manager to produce the Term Programmes and Renewal and Application Forms.
5. To compile Course Registers for the Autumn term and the Spring/Summer Terms, distributing these to Convenors in appropriate time.
6. To be responsible for the production and distribution of the Members' Handbook.
7. To be responsible for all new members' induction, including the New Members' coffee morning after the start of the Autumn term.
8. To be familiar with the Wimborne u3a policies on Complaints and Grievance, and follow the procedures identified in those policies in the event of an incident.

Venues Secretary

1. To prepare and maintain the programme of venue hire for the year.
2. To maintain contact with representatives of the various venues and obtain contract of hire and have sight of their current Public Liability Insurance and Health and Safety procedures.
3. To work within the budget constraints to ensure optimum efficiency in the hire of venues.
4. To inform the Treasurer of any known future expenditure increases in order for him/her to produce the Budget Forecast.
5. To inform the Chair, Treasurer, Newsletter Editor and Groups Secretary of the venue hire programme and of subsequent developments and to provide the venue information to be included in the Wimborne u3a Beacon Database.
6. To provide information for the Website Manager and Communications Secretary to produce the Term Programme, Renewal and Application Forms.
7. To liaise with the Talks Organiser re venue hire.
8. To liaise with the Secretary over the booking of venues for internal meetings e.g. Convenor Coffee mornings.

9. To search for new suitable venues and ascertain whether the current venue is suitable for the group.

Groups Secretary

1. To support Groups/Course Convenors and to liaise with the Convenors' Representative (Co-opted member).
2. To maintain a record of Convenors, their contact details, their Courses and Venues and to communicate this information to the Membership Secretary for inclusion in the Wimborne u3a Beacon database.
3. To ensure all Convenors have a copy of relevant documents, e.g. Convenor's Handbook, Accident Report Form, etc.
4. To be fully conversant with the Wimborne u3a policies on Safeguarding and Health and Safety, and ensure that all groups have a current Risk Assessment for their activity in place.
5. To provide information for the Website Manager to produce the Term Programme, Renewal and Application Forms.
6. To keep the Communications and Social Secretary fully informed of Groups/Courses for the Newsletter programme.
7. To be responsible for an induction for any new Convenors.
8. To organise, with the assistance of the Communications and Social Secretary, the New Convenors' coffee morning to introduce them to their duties.
9. To assist in finding new or replacement convenors in consultation with the committee.
10. To support the Self-Help Groups as required.

Communications and Social Secretary

1. In conjunction with the Chair, to propose and implement communication and marketing strategies to achieve organizational goals and objectives.
2. To develop content (Web, print, PPT and other) that best conveys key messages and goals of Wimborne u3a.
3. To develop and manage content to the organization's current and future social media, in the first instance, Facebook.
4. In conjunction with the Committee, to review content for website and update with fresh content on a regular basis.
5. To develop and implement a newsletter strategy for internal and external audiences.

6. To maintain contact with the Third Age Trust and other local u3as.
7. To promote Wimborne u3a, and its talks and events, through locally based media.
8. To track, measure and report effectiveness of communication programmes, marketing campaigns and events.
9. To identify stakeholders and target audiences, and encourage engagement.
10. To organise information events, to showcase new groups, courses or for new members, with assistance from other Committee members.
11. In conjunction with other Committee members, to produce and maintain a programme of social events throughout the year, including the termly Convenors' Coffee Mornings and the Convenors' lunch in September.

Website and Beacon Manager

1. To maintain and develop the Wimborne u3a website as required.
2. To add to the website information as requested by Convenors, Committee Members, Talks Co-ordinator and anyone else having legitimate material for inclusion.
3. In conjunction with the Communications and Social Secretary and other Committee members, to produce printed versions of the newsletter, the Term Programmes, publicity materials, Application and Renewal forms etc. as required.
4. To send out email notifications, questionnaires, invitations if and when required by the Chair or authorised Committee members.
5. On behalf of the Chair, to have delegated oversight of all communications with the Beacon team.
6. To train the Chair for the role as Beacon Administrator.
7. To assist in the training of Beacon users and to be available for troubleshooting.
8. To provide a Beacon report for Committee meetings.
9. To provide input, related to the website, to the wider marketing and communications strategy.
10. To manage Committee member access to Beacon and the email service as relevant.
11. To advise the Committee on Convenor and member access.

ANNEX 2 – THE TRUSTEE CODE OF CONDUCT

- u3a Trustees must work together as a team and are collectively responsible for controlling the management and administration of the u3a.
- Trustees should make themselves aware of guidance from their charity regulatory authority. This is recommended whether or not the u3a is a registered charity.
- Trustees must comply with charity law (as required by the relevant regulatory authority).
- Trustees are expected to know, follow and promote the principles of the u3a movement.
- Trustees must always act in the best interests of the u3a and the u3a movement, strive to uphold its reputation and never do anything which could bring the u3a or the u3a movement into disrepute or expose it to undue risk.
- Trustees must use their u3a's resources responsibly and only to further its stated charitable purpose.
- Trustees are expected to reflect the current organisational policy of their u3a, regardless of whether it conflicts with their personal views.
- Trustees are expected to abide by their u3a's governance procedures and practices.
- Trustees must never derive any pecuniary benefit (including benefits in kind) from being a Trustee and must notify the Chair of any gifts received.
- Trustees should inform the Chair before accepting an invitation to speak on behalf of the u3a.
- Trustees are expected to treat fellow committee members courteously at all times and maintain a respectful attitude towards the opinions of others.
- Organisational, committee and individual confidentiality must be respected at all times.
- All committee members must satisfy the relevant regulatory body's requirements for being Trustees.
- Trustees must read the Charity Commission leaflet CC3 entitled 'The Essential Trustee – what you need to know, what you need to do' which can be downloaded from the Charity Commission Website.

Trustee Responsibilities

1. Introduction

This document is intended to cover the range of responsibilities of trusteeship of Wimborne u3a. The document is relevant to all Wimborne u3a committee members, where they are required to be a trustee.

2. Trustees' Responsibilities and Duties

All u3a's committee members, other than co-opted members for their first year, and honorary member, take on the role of Trustees of the charity. Committee members are responsible for the governance of the u3a including directing how it is managed and run.

The Trustees must make sure that the u3a is carrying out the purpose for which it is set up, and that all resources and funds are used only in furthering its charitable objective.

Trustees are collectively responsible for ensuring that a u3a fulfils its charitable objectives and does not stray beyond them. The central purpose of every u3a is educational. Trustees collectively are responsible for the safe custody of members' money. Further information about financial responsibilities can be accessed on the u3a website.

3. Trustee Code of Conduct

A Trustee code of conduct is an agreement between the organisation and the individual committee member which clarifies the standard of behaviour expected in the performance of their role. Wimborne u3a committees has adopted a Trustee Code of Conduct which is provided at induction of new Committee members and provided as an annex to the Committee Handbook. It is reviewed annually.

4. Trusteeship

All u3as are charities whether they are registered or not due to the charitable purpose (object clause) that is contained within the constitution. This status means that all committee members are Trustees. The Charity Commission publishes guidance on the role of Trustees – 'The Essential Trustee' CC3 which committee members need to familiarise themselves with.

The Essential Trustee highlights some key areas of Trusteeship which includes:

- Ensuring your charity is carrying out its purposes for the public benefit
- Complying with your charity's constitution and governance
- Acting in the charity's best interests
- Managing your charity's resources responsibly
- Acting with reasonable care and skill
- Ensuring your charity is accountable

Trustees are also required to sign a Trustee eligibility form to declare their suitability for a Trustee role. The Chair should retain a copy of these forms and ensure new Trustees complete one of these as part of their induction to the role.

5. Trustee Indemnity Insurance

u3a committees are covered by Trustee Indemnity Insurance provided through the Third Age Trust. The insurance protects u3a Trustees both individually and as a board, against a genuine mistake or error of judgement providing that they have acted responsibly and followed their u3a's constitution. Where this is deemed not to be the case, Trustees risk being held personally responsible and not being covered by indemnity insurance. Trustees should also be aware that even if an allowable claim is made, an excess will apply. The indemnity insurance will not protect against criminal law.

In the event of any irregularity at either main committee or group level, the Trustees are potentially liable if they have not taken all reasonable steps to minimise risks. Trustees must follow the requirements of the appropriate regulatory authority for their country in relation to any reporting requirements. It is not possible for an individual Trustee to opt out of collective responsibility.

In addition, responsibility must never be given to a Group Leader/Convenor or Group Coordinator to operate a group that is in any way detached from the u3a. Trustees retain overall responsibility of the u3a and its activities. All money collected is the property of the u3a and it must all be accounted for to the membership at the AGM and to the appropriate regulatory authority, as required.

6. Committee Meetings – Specific Requirements

Trustees are expected to read the agenda and all supporting papers prior to the meeting and strive to attend all meetings.

6.1 Conflict of Interest

Trustees must declare a conflict or possible conflict of interest at the start of the committee meeting or at the earliest possible opportunity. The Chair will then decide whether to exclude the Trustee from a particular item or even from the whole meeting. In the event the Chair has a conflict of interest, the committee should request the Vice Chair to rule on the matter. If the Vice Chair is unavailable or unable to rule on this matter, then the Chair elected for the meeting should rule on the matter.

6.2 Power to make decisions

This rests solely with the committee, as a body and decisions can only be taken as a result of a majority vote in favour by those members of the committee present at the time. No Trustee has the authority to act in isolation.

6.3 Confidentiality

In order to ensure all Trustees feel comfortable expressing their views and ideas it is essential that everybody always maintains confidentiality outside the committee.

The decisions made by the committee must be minuted and once approved made available to members on request.

7. Collective responsibility

No matter what individual Trustees' opinions or voting choices are, once an item is approved by the committee, all Trustees must accept it as decisive and final and not comment further outside the committee environment. If a Trustee is unable to accept a decision their only recourse, after due consideration, is to resign from the committee.

8. Role Allocations

The committee must have four statutory officers – the Chair, Vice Chair, Secretary and Treasurer.

In addition, u3a committees will normally have members who take specific responsibility for convenors and their groups, venues, membership, communications and marketing, IT and Beacon. Some roles may be shared, and often committees will have members who don't have specific area of responsibility. Wimborne u3a committee is based on having all roles, as set out in the Committee handbook filled, and new members will be asked to take on responsibilities according to their skill set and experience.

8. Trustee Induction

All new committee members, apart from being required to complete the appropriate registration forms for the Charities Commission, will receive an induction from the Chair or another officer. This will involve:

- an introduction to the committee structure and organisation
- an allocated existing member of the committee as a mentor
- an introduction to the Beacon online management system
- an introduction to the u3a national support system
- supplying sets of the last three months minutes, the Committee Handbook and any other documents.

ANNEX 3 – THE THIRD AGE TRUST

The Third Age Trust is the HQ of the u3a in the UK. The address is:
Third Age Trust, 52 Lant Street, London, SE1 1RB
Phone: 0208 466 6139 Website: www.u3a.org.uk

Various Regional and National Meetings and Conferences are arranged by the Third Age Trust during each year. There are also Summer Schools. The magazine “Third Age Matters”, published five times a year and containing “u3a Sources – An Educational Journal” three times a year, is a useful source of information about the Third Age Trust. All u3a members have access to these publications as part of their subscription.

Regions

The whole of the UK is divided into u3a Regions. Each Region is then divided into Networks. Wimborne u3a belongs to the East Dorset Network of the South-West Region. Meetings of the East Dorset Network occur twice a year. Up to two representatives of each u3a within the East Dorset Network may attend those meetings and these representatives are Committee Members.