

Role description – Committee Member, Redditch u3a

This document is to outline the role and responsibilities of Committee Members.

Eligibility

By the terms of our constitution, those standing for the committee must have been a member of Redditch u3a for at least one full year before the AGM at which the election of the Committee takes place.

Role

To participate proactively in the activities of the Redditch u3a Committee as it seeks to meet its Mission Statement, and to support the Chair and Committee in ensuring the smooth running of Redditch u3a.

Main responsibilities

Committee members become trustees because we are a registered charity. A member of the Committee will send your details to the Charity Commission which will then email you with information about the role. However, there are no duties specifically required of an individual trustee; trusteeship is about how we take decisions collectively and appropriately, as a charity.

Specific roles and responsibilities of Committee members are:

- a. To attend at least the majority of committee meetings in a financial year.
- b. To contribute constructively to discussions in committee meetings.
- c. To contribute ideas in committee meetings.
- d. To support and share in the existing tasks that the committee is responsible for carrying out and in new tasks that the committee undertakes.
- e. To listen respectfully to members' views and suggestions and represent them to the committee as appropriate.
- f. To give a warm welcome to all members when participating in interest groups or meetings and to be an ambassador for Redditch u3a at all times.
- g. To help implement the policies of Redditch u3a and support the values and principles of the wider u3a movement.

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