

U3A Nelson Inc.

Committee Roles, Responsibilities and Procedures

30 June 2026

Note that all these roles may be shared with other members on the Committee.

President

- Oversee the tasks of the U3A Nelson Committee.
- Prepare the agenda and chair the Annual General Meeting, any Special General Meetings, Members meetings, and Committee meetings.
- Liaise with U3A Committee members over all matters concerning U3A Nelson.
- Send out notice of all Members and Annual meetings prior to the event. Check agendas and minutes before publication.
- Proof newsletters received from the Newsletter editor.
- Be signatory for U3A Nelson bank accounts.
- Prepare and present an annual report to the AGM.
- Act as the formal representative of U3A Nelson, e.g. relating to media, liaising with the Manager, Whakatu Presbyterian Church etc.
- Oversee updates for the public website as required.

Vice President

- Deputise the President, as required.

Secretary

- Initiate an Agenda for each committee meeting
- Present agendas and minutes to the president for checking before general distribution.
- Distribute minutes to the Committee.
- Keep minutes of all U3A Nelson Committee, AGM and Special General Meetings recording all decisions and who will do what, by when.
- Keep records of Committee business.
- Keep record of U3A Nelson Committee decisions undertaken on the internet, summarising any outcomes or decisions made and present to the next Committee Meeting.
- Relay all relevant correspondence to the Committee.
- Be signatory for U3A Nelson bank accounts.
- Advise members that the AGM minutes are on the website, following the AGM.
- File the return for the Charities Commission when required.

Assets Manager

- Maintain a list of our Assets, their approx value and where they are at any particular time.
- Care for our assets and arrange for those needed to be at Meetings. Coordinate with the IT Coordinator to maintain a list of Assets on-line.

Treasurer

- Pay all expenses as approved by the Committee.
- Write up transactions in a cash book or computer equivalent.
- Prepare a simple financial report for each Committee meeting.
- Prepare an annual financial statement of income and expenditure for the Reviewer and present it to the Annual General Meeting, including any financial recommendations.
- Ensure it is sent out to members prior to the AGM.
- Be a signatory for bank accounts.
- Have cash ready to give to the speaker coordinator for the Speaker's gift.
- File the return for the Registration of our Incorporated Society
- Hold historical records of U3A Nelson finances, including cheque book, deposit book, cash book, and receipt book.

Membership Secretary

- Receive and process all new registrations.
- Update the membership file on the database, including contact changes, deletions and additions. Follow up any queries.
- Send Welcome email to all new members..
- Check new member's on-line subscription payments.
- Send the names of new members to the Study Group Coordinator.
- Prepare and present a brief report to Committee Meetings.
- Prepare name tags for new members
- Issue automatic email receipts for on-line subscriptions.

Study Group Coordinator

Responsibilities

- Assist members in creating new study groups.
- Receive and respond to all member registrations for study groups.
- Liaise with convenors regarding group composition, balance, and effective functioning.
- Be the first point of contact for queries, problems, or challenges that arise in the operation of study groups, providing support and referring more serious matters to the Committee as required.

Allocation of Members to Study Groups

- Allocate members to study groups according to the following priority order.
- Where necessary, the Study Group Coordinator (SGC), in consultation with the convenor, may vary the standard priority order to maintain a safe, respectful, and sustainable learning environment. In making allocations, the SGC will consult with the study group convenor regarding group composition, balance, and effective functioning.
- The originator of the group is in the group despite the number of groups they may also attend.
- Financial members who are not already in a group.
- The date application to join the group is received by the SGC.
- Other applicants in order of the number of study groups the member currently attends – i.e. a member who is in two groups has priority over a member who is in three groups.

Note: The convenor has the right to reject any applicant and also to request the removal of a member where appropriate.

Waiting Lists and Multiple Memberships

- Encourage Convenors who have a waiting list for vacancies in their group to offer available places to applicants according to the number of study groups they currently attend, with priority being given to those who belong to fewer groups.

Records and Administration

- Record all allocations and membership changes in the Administration Database and on the public website.
- Maintain study group mailing lists and ensure the "Convenor" box is correctly ticked in the Administration Database.
- Liaise with the President and the New Member Coordinator regarding study group availability.
- Ensure new study groups are appropriately advertised.

Reporting

- Prepare a report for Committee meetings outlining:- The number of active study groups; significant changes in membership trends and; any issues, needs, or matters requiring Committee attention.

Information Technology (IT) Coordinator

- Ensure that the **Admin** database and **Admin** website are functioning.
- Provide technical advice to Committee members, particularly the Membership, Study Group Coordinators, as required.
- Provide support for Committee members who need to use the Admin site.
- Upgrade and improve the website and database as required.
- Liaise with the Data Base Developer and Website service providers (<https://www.slightlydifferent.co.nz/>) on behalf of the Committee.
- Help Convenors and others to use the Mailer.
- Maintain security levels for all members.
- Monitor the **Public** website. Assist those who can edit the site: Study Group Coordinator, IT Coordinator, President.
- Publish the latest newsletters, minutes etc. on the U3A website.
- Develop the site as agreed with the Committee.
- Ensure formal documents e.g. the Constitution and the Committee Roles are up to date.

Newsletter Editor

- Produce a regular newsletter.
- Receive contributions to the newsletter and edit as necessary.
- Ensure that the activities of the organisation are reported.
- Proactively encourage groups and members to participate in what goes into the newsletter, including providing photos and group news.
- Compile the newsletter, to ensure the contributions are formatted effectively.
- Forward the finished product to the President for proofing, then email out to members.

Events Administrator ['Host']

- Suggest speakers, activity or entertainment for Members Meetings; Committee to approve.
- Maintain a programme of events.
- Organise the event on the day with a mind on introduction, helping organise, making the people involved feel welcome, and making sure they are thanked properly. In the case of getting a speaker:
- The Host needs to initially contact the Speaker and agree on a convenient date, and a Title. It would be worthwhile sharing mobile phone numbers with the Speaker in case there is a glitch on the day.
- Host then needs to put details of the Speaker and Title, blurb and bio in an article and send it to the Newsletter Editor.
- Near to the date, perhaps 20 days before, the Host needs to re-establish contact and check the Speaker knows the routine.
- At that time the Host needs to determine just what the A-V requirements will be – in particular note the restrictions on Mac computers.
- Host also needs to prepare an introduction of both the speaker and the subject.
- On the day, the Host needs to meet the Speaker and assist with setting up the equipment as required by the Speaker. The Host may also ask someone to coordinate the Q/A period, although this would normally fall to the Host.
- The Host needs to have found a “Thanker” and provided a thank-you gift. Usually this gift will be \$100 (provided by the Treasurer) with a U3A card of thanks.
- The Thanker needs to be asked to provide a written report of the talk for the following newsletter.
- Following the Talk, the Host should assist the Speaker with leaving, making sure all the ‘bits’ like memory sticks are returned.

Health and Safety Officer

Responsibilities

- To advise the U3A Nelson Committee of relevant Health and Safety issues.
- To prepare Policies and Procedures, as necessary for U3A Nelson, and keep them up to date.
- At bi-monthly Members Meetings, to ascertain the location of all exits and assembly points and be responsible for informing all those attending the event.
- Assembly point at current venue - Whakatu Presbyterian Church –

West back carpark (sign on fence) and road frontage beside entrance.

- In the event of evacuation during a Members Meeting, the Health and Safety Officer will check toilets etc. to ensure the building is clear.

In the event of a medical emergency:

- Whilst U3A members are at a Study Group in a Convenor's home, ensure that all Convenors know an emergency contact for all their Study Group members.

Emergency contact number added to the online enrolment form.