

## **Burton-on-Trent u3a Roles of Committee Members**

### **General Rules for all Committee members**

- To be aware of the Common Responsibilities for all Committee Trustees.
- To note that all Committee Members are Trustees, and are aware of the Charity Commission's The Essential Trustee (cc3a)
- Be aware of, follow, and uphold the aims and principles of the Third Age Trust.
- To ensure the u3a applies its resources exclusively in pursuance of its charitable objects/purposes, abides by its governing document (the Constitution) and complies with charity law and other relevant legislation.
- To make every effort to attend all committee meetings and to offer apologies if unable to do.
- To be aware of the information contained in the induction pack, and to carry out efficiently their delegated roles.
- To support and encourage the membership and each other.

### **NEWSLETTER EDITOR**

- Ensure all sources of information are aware of deadlines for publication
- Act to receive information from all u3a sources for inclusion in the newsletter
- Ensure there is no third-party advertising
- Compile newsletter and arrange for printing, once document has been proof-read by Chair and Dave Sutcliffe (former Assistant Newsletter Editor)
- Send online newsletter to Communications for circulation, ensuring generated PDF file meets agreed specifications (currently less than 5MB file size)
- Arrange for Membership Secretary or other agreed person to receive postal newsletters - address labels are provided by the Membership Secretary, generated from Beacon

Review date: 1 May 2025