

Fairford & District u3a – Committee Roles

Chair

Leads the committee and ensures Fairford & District u3a is well governed, financially sound, and focused on providing a welcoming and successful experience for members. The Chair guides strategy and decision-making, chairs meetings and the AGM, supports trustees and volunteers, acts as the main spokesperson, and ensures the u3a operates in line with its constitution, charity regulations, and the values of the Third Age Trust.

Vice Chair

Supports the Chair in leading the organisation and helps ensure effective governance and smooth running. The Vice Chair deputises for the Chair when required, assists with committee leadership and events, supports trustees, contributes to communication and publicity, and helps maintain a positive and collaborative environment in line with u3a principles and governance requirements.

Secretary

Responsible for keeping the u3a organised, compliant, and well connected. The Secretary coordinates committee meetings, prepares agendas and minutes, maintains records and communications, and works closely with the Chair to support the smooth day-to-day running of the u3a in line with its constitution and charity requirements.

Treasurer

Manages the financial affairs of the u3a, ensuring funds, records, and procedures are accurate, secure, and transparent. The Treasurer oversees day-to-day finances, prepares budgets and financial reports, monitors risk and compliance, and works with the committee to ensure financial sustainability in line with charity regulations and good governance.

Membership Secretary

Manages membership administration and communication, ensuring a welcoming experience for new and existing members. Responsibilities include maintaining membership records, managing joining and renewal processes, supporting data protection compliance, and working with other committee members to promote and grow membership.

Groups Coordinator

Supports the development and smooth running of interest groups across the u3a. This includes helping to establish new groups, supporting group leaders, maintaining communication between groups and the committee, and ensuring activities are safe, inclusive, and well organised.

Speaker and Trips Coordinator

Organises the monthly speaker programme and arranges trips and outings for members. The role involves booking speakers, planning trips, managing logistics and costs, and communicating event details to members to provide a varied and enjoyable programme of activities.



Webmaster

Maintains and develops the u3a website and related digital systems. Responsibilities include updating content, managing structure and functionality, ensuring security and backups, and supporting online communication and committee documentation to ensure the website effectively supports members and the organisation.

Committee Member(s)

Support the committee by attending meetings, contributing ideas and feedback, and taking part in discussions to help guide decisions and activities. Works collaboratively with other members to support the aims and development of our u3a.

Support for these roles: see full role descriptions on this website or contact secretary@fairfordu3a.org.uk

u3a	Committee Roles		Fairford & District u3a
Version	Description of changes	Date	
1.0	Created	21/05/2026	