

WEYMOUTH & PORTLAND U3A EXECUTIVE COMMITTEE & VOLUNTEERS

WE NEED YOU



Weymouth & Portland u3a is a thriving organisation and constantly has between 550 to 650 members, this means plenty for the Executive Committee (EC) to organise and manage on behalf of its members.

In our constitution, this is the work and commitment of up to 12 volunteer committee members. Group leaders and other casual volunteers also help and work alongside the EC.

We have been in existence for 16+ years and over these years many of our members have held these important positions or been volunteers, carrying out their roles with enthusiasm and fun, supporting the u3a ethos of by the members for the members.

DID YOU KNOW?

Our Chair

serves a **ONE-year** term of office and may serve not more than **TWO** consecutive terms as chairman.

Our Vice Chair, Treasurer & Secretary

serve a **ONE-year** term of office and may serve not more than **FOUR** terms in any one role.

Our Non-officers

serve a **ONE-year** term of office and retire at the AGM. They can be re-appointed with no maximum number of terms.

THE EXECUTIVE COMMITTEE (EC)

Must have a minimum 5 members and up to a maximum 12 members.

OFFICERS -essential roles

- *Chairman*
- *Vice Chairman -max 2*
- *Treasurer*
- *Secretary*

NON-OFFICERS WITH SPECIFIC ROLES

- *Membership secretary*
- *Group's coordinator*
- *Speaker organizer*
- *Assistant Treasurer*

OTHER EC OFFICERS & VOLUNTEERS

(not all volunteers need to serve on EC)

- *See overleaf for more information.*

PURPOSE & RESOURCING THE EC

The EC is responsible for the strategy and policies of our u3a.

EC officers have a limited time they can serve, making it is an ongoing task to constantly find willing volunteers to serve as officers or be volunteers to keep our u3a vibrant, interesting and well organised. We ask during the year and at the AGM for nominations and volunteers for the EC and other roles. Ideally, we would have a pool of people waiting in the wings to step up into the roles.

Recently filling the key officer roles has been challenging. Without these roles filled our u3a would risk being in breach of our constitution and consequently would not be able to run and may even have to close.

WHY THIS INFORMATION SHEET?

We hope this information sheet will raise the awareness and understanding of the wheels that keep our u3a active and the pressing need to keep the positions on the EC covered. We hope it will inspire members to volunteer now or sometime in the future to join the committee or carry out a volunteer role.

TO FIND OUT WHAT EACH ROLE DOES

- Visit the Weymouth & Portland u3a webpage/volunteer to find the role description
- Contact one of the existing committee members.
- Talk to a past committee member.
- Join the committee.

POSITIONS TO BE FILLED

- Requests for EC members and volunteers will be made at varying times during the year and specifically before and at the AGM (February).
- We aim to get the message out to all members communicating it via newsletters, direct emails, announcements at monthly meeting, the monthly committee information sheet (CIS).
- Please watch out for any of these and be willing to volunteer.
- **In February 2023** the Secretary, Chair, Vice Chair, Membership Secretary will be retiring and these positions will need to be filled

OTHER EC & VOLUNTEER ROLES

Volunteers are needed to help our large organisation run smoothly and can either be as a committee member or as a casual volunteer for our u3a. We are always on the lookout for volunteers for these roles.

- Committee member – serve on committee to help run our u3a.
- Newsletter Editor – compile informative newsletters at regular intervals.
- Welfare Officer
- Kitchen coordinator - organise the kitchen & rota
- Kitchen helpers - serve teas and coffees at our monthly meetings.
- Greeter coordinator - organise the rota of greeters.
- Greeters - friendly faces at the monthly meetings welcoming members and new members.
- Group leaders - organise groups of interest for members to join and share in.
- Auditor - perform the annual audit of our accounts.
- Web master - keep the website up to date and informative.
- Beacon administrator - look after the internal records system.
- And any other task that needs support.

JOIN THE EXECUTIVE COMMITTEE OR BE A VOLUNTEER

Our aim is to have an active list of members that would be willing to do any of the following:-

- Serve as one of the officers i.e., Chair, Vice Chairman, Treasurer, Secretary, as vacancies occur
- Serve on the executive committee in any role as & when there is a vacancy.
- Be a volunteer e.g., greeter, kitchen helper or just be able to help generally at events, etc.
- Be a group leader – could you run a group; do you have an idea for a group???

HELP KEEP OUR u3a ACTIVE AND VIBRANT.....WE NEED YOU!!!!

Contact us now to join or register your interest

WEBSITE

Use the contact page on the Weymouth & Portland web site.

EMAIL any of the following EC officers

secretary.weyportu3a@gmail.com; membershipsec.weyportu3a@gmail.com
gc.weyportu3a@gmail.com; treasurerweyportu3a@gmail.com

TELEPHONE

“W&P u3a BAT phone” - 07486 946146