



APPOINTMENT OF U3A VICE-CHAIR

Sharon Partington is relinquishing her role of Vice Chair, having finished her three-year appointment, in February. We thank her for her commitment and support to the Committee and Chairman. and our good wishes go to her for a very happy future.

In accordance with our Constitution, it is essential that this role be filled as otherwise **Southport u3a must close**. So, this is an urgent plea to members who feel they might be able to contribute by agreeing to be a Trustee and, over the next three years, be familiar with all the necessary knowledge of all the Committee roles. Mentoring will be provided for you in the early days.

For your own part, it would be helpful to have some computer skills, to be able to work as part of a very friendly team, good communication and leadership abilities and on occasion, you might have to deputise for the Chairman. The best thing is that you won't be alone and the Committee would be really grateful for your contribution.

If you would like to have an informal chat and more information, please get in touch with me, Paddy McNeish, Chairman, on 01704 531661.



VACANCY FOR BUSINESS SECRETARY

The person we seek for this vacancy needs to be able to get heavily involved in the practical tasks needed to help run Southport u3a, by keeping the organisation running. You will need to be someone who enjoys dealing with people and be part of a team working together for the benefit of all our members.

Key attributes should be - Efficiency, confidentiality and the ability to communicate clearly. Possession of current IT skills an advantage, as is a sense of humour!

Tasks & responsibilities

- Be a signatory for financial matters
- Provide documentation for meetings and ensuring meetings are quorate
- Deal with correspondence as required
- Operate as the contact for external or National u3a bodies ensuring that updates are relayed to the Committee and/or passed to the membership
- Maintain a current list of Committee members and keep the annual charities commission register up to date.
- Maintain the Policies and Procedures documentation

Committee responsibilities

1. Be aware of the requirements in being a u3a Trustee and adhere to the Code of Conduct and the Data Protection Act.
2. Attend all Committee meetings and be prepared to perform any other tasks at the request of the Committee.
3. Be familiar with the Constitution of Southport u3a.

If you would like to have an informal chat and more information, please get in touch with me, Paddy McNeish, Chairman, on 01704 531661.