

U3a Crisis Resolution- Join the Resistance!



Despite several calls to action, we still do not have enough people on our committee to fill or take up all the jobs required to keep our u3a running. Some tasks require a regular monthly

commitment of several hours, others only need an hour or less once a month at the members meeting. But it is the cumulative effect of all these little jobs that make each of the named roles so daunting.

Below is a list of tasks – some requiring specific knowledge or skill, others giving an opportunity for you to get to know our membership. Many can be shared or done on a rota. So, on that premise, please think about dipping your toe in the committee water by taking on just one of the tasks listed. You don't have to attend committee meetings – just keep everyone up to date with an email. (email is the only essential requirement)

Please have look through and have a word with the member whose name is shown alongside.

Chair – Sally Muldowney. We need a Chairperson – the role description is given on our website. Sally will continue and mentor her successor.

Vice Chair. Usually this role involves standing in for Chair at local, Regional and National meetings as required. Often considered a 'Chair in Waiting', this would suit someone prepared to take on organising Committee meetings, greeting visitors and official letter writing in liaison with Secretary.

Treasurer – Helen Hinsley has only just joined the Committee and so will be acting as Treasurer for the next three years – but we will need someone to shadow her and take over the reins sometimes. Are you familiar with Excel spreadsheets? Ever done bookkeeping and account management?

Secretary. Helen Grant will guide anyone through the tasks associated with being a Secretary to a Charity – The legal aspects; u3a Constitution; Risk assessment when booking Venues, Insurance; etc. Something you can get your teeth into. This can be a shared role requiring office administration experience.

Minute Secretary – Margaret Addie has taken on this aspect of the role of Secretary. Concerned with taking the minutes at Committee meetings; distributing them to the various members of the committee and following up on actions noted.

Membership Secretary – Currently held by Marian Green, this role would require the applicant to shadow Marian while they learn how, under GDPR legislation, to access the u3a database and aspects of u3a constitution as it applies to members. Meeting new members and introducing them to Group Leaders

Webmaster – John Garside. John has agreed to continue as Webmaster.

Assistant Webmaster. The current website is to be migrated to a new server and it is hoped someone would take on this role and be responsible for setting up the new site independent of the existing site. Full training is available for this and supported by national and regional website managers

MONTHLY MEMBERS MEETING TEAMS

Sound Engineer. Although the URC has its own sound system, we would like a member to assist with the setting up of the system each month in accordance with our monthly speaker. John Garside has prepared a detailed step by step guide to this and will be available at most meetings.

Projector Engineer. Many speakers have a visual presentation to accompany their talk. And we often have news clips presented on a slideshow at each meeting. There is a projector at the URC, but we often use our own, connecting the speaker's presentation via a laptop to the projector. Pat Heed will assist.

Refreshments. A small group of members have formed a rota to provide Tea, coffee and biscuits at each members meeting and committee meeting. We would welcome more members to join this essential group, which is a great way to meet people. Have a word with Julia Plusquellec

Registration. Ann Spreckley greets people at the monthly meeting and is the first smiling face our members see when coming to the Members meeting. Two people each month are ideal.

Raffle: Everyone's favourite – The monthly raffle is run by Erica Elmes and Helen Hinsley. We need two members on the table every month, plus others to sort out prizes and check receipts.

Door Team– Maybe on a rota? The Door Team holds the keys, Opens up; does quick Risk Assessment and stays by door to ensure only members arrive. Following meeting, check all lights off, everything put away; locked up and everyone safely out of building.

Display Boards: One or two people each month to set up Display Banner in porch; direction signs and various display banners inside Church. Store safely away after meeting. Some items are awkward to lift and carry so strength and perhaps two people needed.

Always need some strong willing arms to assist with moving small tables etc as and when required.

Officers

Group Leaders Co-ordinator – Sally Muldowney will be undertaking this role for the next three years. It would be useful to have a successor shadowing her.

Newsletter Editor – Pat Heed to continue in this role, but if you would like to assist or learn how to produce newsletter using Word. Please contact her.

Distribution of Newsletter – Each month some newsletters are printed for those without access to the internet. We need people to collect them from the printer in Irthlingborough on or around the 15th of the month and posted.. Again, this could be done on a rota basis. Stamps to be purchased and claimed from u3a Treasurer.

Monthly Slideshow – Visual presentations. Liaising with Newsletter Editor and Website Manager, produce a monthly slideshow of news clippings and images. Currently this is using Powerpoint and training will be given to those wishing to extend their knowledge of visual presentations. Pat Heed will assist.

Social Media Contact. We have both an outward facing and private facebook group for Wellingborough u3a. It would be nice to have one or two people uploading news on a regular basis to either or both.

REVISED ACCOMPANING EMAIL

Please find attached February newsletter.

Despite several calls to action, we still do not have enough people on our committee to fill all the jobs required to keep our u3a running. Some tasks require a regular monthly commitment of several hours, others only need an hour or less once a month at the members meeting.

We still have some posts unfilled and ask again for everyone to consider offering a little of their time and skills. The more people we have on the committee, the easier the necessary tasks will be – simply on the premiss of more hands make light work. Please look at the attached document and see where you can offer your time/skills and have a word with any committee member about what is involved. .

We are supposed to be retired – right? So why should we take on these commitments when we should simply be enjoying ourselves.