

# Chiltern U3A Committee – Roles and Responsibilities

*NB: CU3A **Officers** are Trustees who are also empowered to interact with the Charity Commission, banks, etc, and to sign on CU3A's behalf. **Trustees** are legally responsible for CU3A operations. **Committee Plus** are Members who are vital to CU3A operations but who are not Trustees and who do not normally attend Committee meetings.*

## Chiltern U3A Officers



**Mike Hender**  
**Chair**

Mike's role is to both ensure the effective day to day running of the CU3A organisation while also planning for longer term changes to our members' interests and needs.



**Sarah Jones**  
**Vice Chair**

As a relatively new member of CU3A Sarah is looking at our organization with 'new eyes'. She is using her experience of organisational development to lead a discussion on the governance and future focus of Chiltern U3A.



**Ernest Newhouse**  
**Secretary**

Ernest's role includes an eclectic mix of: Statutory returns: Charity Commission, Trustees' Annual Report and Accounts, our use of Intellectual property, Insurance, etc. He is also our prime contact with the U3A National Office.



**Sue Harold-Barry**  
**Treasurer**

Sue looks after CU3A's finances dealing with bank accounts and bill payments; Gift Aid; keeping records; financial reporting; our budget; advising members on financial aspects of Group activities.

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## Chiltern U3A Trustees



**Helen Beaumont**  
**Membership Secretary**

Helen maintains CU3A members' data – contact details, subscription payment, etc. She banks renewal cheques, dispatches membership cards to members and informs Convenors of members who have lapsed. Her data is key to accurate distribution of our paper-based and digital Newsletters editions and the eBulletin.



**David Bender**  
**Web Master**

David maintains our website making sure that information on our 100+ groups matches that in the Newsletter and that the list of convenors and their contact details are up to date. He uploads information about past meetings, links to photos of outings, etc. - valuable not only for our members, but also for prospective members to see what we offer.



**Ken Bodman**  
**Speaker Organiser**

Ken seeks a mix of interesting topics for the monthly meetings. The fascinating part of the job is thinking of a suitable topic, then finding the right speaker. He relies on many sources as well as recommendations from members. So, if you've heard an interesting speaker, please email Ken their contact details: [u3aspeakersecretary@chiltern-u3a.org.uk](mailto:u3aspeakersecretary@chiltern-u3a.org.uk).



**Allan Ferrier**  
**Temp Groups Coordinator**

Allan helps members set up new groups by guiding them through a standard process. He also supports existing Convenors in resolving issues they need help with bringing to the Committee concerns/ changes/ new ideas. Twice a year he organises meetings for Convenors to explore and discuss their roles.

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**Allan Ferrier**  
**External Relations**

Allan manages External Relations including: the Amersham Community Centre, the Police Committee, liaising with Chiltern District Council regarding the new Community Centre. He aims to ensure the specifications and costs of the new building meet our requirements.



**Jenny Jobson**  
**Data Coordinator**

Jenny updates and maintains the CU3A database which records the details of groups, convenors, committee members, the technical team and other support teams. Once she's checked and confirmed any reported changes, she passes them to the Webmaster and the Newsletter Editorial Team.



**Wallace Wormley**  
**Committee Member**



**Jenny Winters**  
**Committee Member**



**Barbara Miller**  
**Committee Member**



# Chiltern U3A Committee – Roles and Responsibilities

## Committee Plus



**Peter Heilbrunn**  
**New Members and eBulletin**

Peter was a previous Committee member serving as Trustee and Vice Chairman. He now deals with new member applications and edits the fortnightly CU3A email bulletin which serves as a news and events letter for members.



**Paul Holloway**  
**Newsletter Editor**

Paul, working with his co-editors, coordinates the quarterly newsletter. He has regular contact with all convenors for updates on their activities and selects illustrations to accompany the text for each group.



**Tony Wright**  
**Technical Support**

Tony looks after equipment such as laptops, projectors and audio systems. He provides familiarisation sessions to convenors and helpers. We welcome any feedback or suggestion on what convenors need to make their life easier.



**Peter Metcalf**  
**U3A Relations**

Peter manages the relationships with the Thames Valley Network of U3A Groups and our local U3A Groups - COG. The TVN is not only a conduit for information to and from the National Office but also provides Workshops and Study Days.

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## Committee Plus



**David Pearson**  
**Digital Version of Newsletter**

David is a long-time veteran of CU3A with numerous roles in his pocket. Currently he publishes the electronic version of our Newsletter which many Members have elected to receive instead of the paper version to reduce publishing costs.



**Anne Caine**  
**Minutes Secretary**

Anne takes notes of the proceedings at Committee meetings and the AGM and tries to ensure actions are followed up. She is an active member of our current review of the governance and future focus of Chiltern U3A.

