

The Internal Regulations used for the day to day operation of the Association



THE UNIVERSITY OF THE THIRD AGE

U3A Teulada–Moraira
Internal Regulations of the Association

These Internal Regulations of the Association (the Regulations) are pursuant to Article 7 sub-section (e) of the Constitution ratified and adopted by the U3A in 2013. The Regulations are binding on all members of the U3A and are in addition to the information, rules and regulations contained in the said Constitution.

SECTION 1 - AMENDMENTS TO THE REGULATIONS

1. All amendments to the Regulations should be drafted by a sub-Committee.
2. Once the amendments have been drafted, they must be notified to and agreed by the main Committee.
3. Once agreed, they must be published on the web site to the membership and ratified and adopted at the next General meeting.

SECTION 2 - MEMBERSHIP CONDITIONS

1. Members should not be in full time employment.
2. Membership year runs for 12 months, from January to December.
3. In October each year, the Treasurer will recommend to the Committee the suggested amount of the annual subscription for the following year. Once approved by Committee, members will be advised for ratification at the November General meeting.
4. New members may join at any of the stipulated meetings during the year. Membership will be for the remainder of the calendar year.
5. Renewal of membership will need to be made by the Annual General Meeting in March.
6. Membership will be deemed to have lapsed if not renewed in accordance with 2.4 above.
7. Members are permitted to renew after the AGM in March but, until they do, they are not permitted to participate in any activities of the Association.
8. Members must be paid-up members of the U3A Teulada-Moraira before joining activities of the Association.

SECTION 3 - MEMBERS' DUTIES

1. Members must comply with all terms and conditions of membership as laid down in the U3A Constitution and Internal Regulations of the Association.
2. Members undertake all activities at their own insurance risk with regard to personal injury, loss or damage to themselves or others.
3. Members have a duty to report changes of e-mail address to the Membership Secretary.
4. The membership as a whole will indemnify the President/Vice President as legal representatives against any liability arising from a third-party legal claim made against the Association.
5. Members should be aware that the Teulada-Moraira U3A has a zero tolerance policy towards
 - Disruptive and/or antisocial behaviour
 - Discrimination on grounds that are illegal, including harassment or bullying.Any such actions by members will be dealt with under Section 10 – Code of Conduct.

SECTION 4 - COMMUNICATIONS

1. Communication to the members will be via E-news, Newsletter, the web site and the local press.
2. All members need to provide an up-to-date e-mail address to the Membership Secretary to ensure they receive communication from our U3A.
3. Any member without e-mail facilities should ensure they collect a printed copy of the Newsletter at the General meeting or these will be available shortly after at the reception desk of Espai La Senieta in Moraira.

SECTION 5 - MEETINGS

1. These consist of General Meetings, Annual General Meeting and any Extraordinary General Meeting.
2. Notice of meetings will be issued 15 days prior to the date of the said meeting.
3. All Members of the Teulada-Moraira U3A are entitled to attend.
4. At the beginning of each General meeting, a synopsis of the previous meeting's minutes will be read for approval.
5. Voting at meetings will be by those present.
6. For General meetings, the Annual General Meeting and any Extraordinary General Meeting, a quorum will be 5% of the membership. At the Annual General Meeting a simple majority of those present is required for the approval of accounts and election on the Committee for the following year.
7. The Annual General Meeting will be validly constituted after two announcements about the start of the meeting, the first one being one hour before the meeting is due to start and the second call must be thirty minutes after the first call.
8. The quorum for Committee meetings is one half of its members plus one.

SECTION 6 - COMMITTEE MEMBERS' RESPONSIBILITIES

1. The Committee as a whole will be responsible for the management of the Association.
2. The members of the Committee will ensure, where possible, that meetings of the Committee will take place prior to the General meeting.
3. If a Committee member is unable to attend any Committee meeting, they must notify the Secretary.
4. All matters discussed in Committee are confidential.
5. The Committee will ensure that Third Party Insurance will be renewed annually to take account of the number of members in the Association.
6. If a Committee member has a personal interest in any matter which comes before the Committee, then they must declare that interest and desist from voting on the same.
7. The Committee will ensure monthly accounts are produced and published for the Association's accounts and travel accounts.
8. The Committee will appoint an auditor each year.

SECTION 7 - EXECUTIVE COMMITTEE

1. The function is to deal with urgent matters of a sensitive nature which includes financial, complaints, disciplinary issues, or any other matter which threatens the smooth running of the Association.
2. This is made up of the President, Vice President, Secretary, Treasurer, Groups Coordinator, Membership Secretary and one other Committee member.
3. Meetings of the Executive Committee can be called at short notice provided all seven members are available.
4. In the event that either a member of the Executive Committee is not available to attend an Executive Committee meeting or has a vested interest in the matter to be discussed, another member of the Committee will be requested to attend.

SECTION 8 - BANK ACCOUNTS

It is the Teulada-Moraira U3A policy that the opening, operation and closure of bank accounts is subject to effective control. The following procedures should be followed:

- The opening of a new bank account will require the approval of the Committee.
- All accounts operated by Teulada-Moraira U3A require dual signatures for all payment and transfers. In the event that online banking does not permit dual authorisation of payments, then evidence of the second signatory must be obtained by the first signatory prior to any transfer being made.
- The use of pre-signed cheques to cover absences is not permitted.
- Lists of authorised signatories will be kept up-to-date and filed with each bank annually, by the Secretary.
- The closure of a bank account will require the approval of the Committee, following confirmation from the Treasurer that all funds have been utilised or transferred into another account.
- The negotiation of any facilities for Teulada-Moraira U3A will require the approval of the Committee in the first instance and must subsequently be brought to the attention of the members at the next General meeting.

SECTION 9 - GIFTS POLICY

Corruption in business is an offence under the Spanish Criminal Code. Organisations have procedures regarding gifts and hospitality.

- The policy of Teulada-Moraira U3A is to neither offer nor accept inducements.
- Small gifts or hospitality of nominal value are acceptable but must be reported to the Committee.
- Group Leaders must report these to the Groups Coordinator, who will then report to the Committee.

SECTION 10 - EQUALITY OF VOTING

1. All members attending any type of meeting of the Association have an equal vote which cannot be overridden.
2. The Members/Committee Liaison Officer does not have a vote at Committee meetings.
3. The President or Vice President or any substitute for either position has the casting vote on a tied vote.

SECTION 11 - CONSEQUENCE OF VOTES CAST

1. All decisions made as a result of votes cast at any meeting at which members of the Association are invited are binding on all members whether or not they have attended the meeting at which the vote is cast.
2. All decisions made at the meeting mentioned in 9.1 above are binding on the Committee.
3. All decisions made by the Committee at a Committee meeting are binding on all the members of the Committee whether or not they attended the meeting at which the decision was made.

SECTION 12 - CODE OF CONDUCT

1. By becoming a member of Teulada–Moraira U3A you are deemed to agree to this Code of Conduct.
2. It is the responsibility of all members to :
 - Act within the governing document (Constitution and Internal Regulations),
 - Act in the best interest of the organisation and avoid bringing it into disrepute,
 - Respect confidentiality, and
 - Participate in activities considerately and respectfully.
3. Participants in any group or organisation will, on occasion, have concerns or complaints. In most cases the issues will be resolved informally.
4. For all complaints and grievances that cannot be resolved, the procedures as contained in the Grievance, Complaints and Disciplinary Procedures should be followed.

SECTION 13 - GRIEVANCE PROCEDURE

1. In any organisation, problems and grievances will occur from time to time. It is important that members know where to turn for help, advice and support, so that, whatever the issue, it can be dealt with quickly, objectively and appropriately. This procedure sets out how Teulada-Moraira U3A will approach problems and grievances to ensure they are dealt with in this way. All parties are encouraged to take a problem-solving approach to achieve a resolution. In dealing with grievances, Teulada-Moraira U3A will ensure the following:
 - All action taken will be documented
 - Grievances (including the appeals procedure) will be dealt with quickly and fairly.
 - Confidentiality will be maintained at all times.
2. Problems may arise within a group, for example:
 - Disruptive and/or antisocial behaviour
 - Disagreement between members

In most cases the Group Leader will be able to resolve the situation informally and amicably by just having a quiet word with the member or members in question.

If it requires more, or this approach fails and the problem persists, the Group Leader should refer the matter to the Groups Coordinator. The Group Leader should not allow a situation to continue which impacts on the enjoyment of other members of the group.

Group Leaders do not have the authority to exclude a member from the group permanently. That decision must be made jointly with the Groups Coordinator.

If the problem is with the Group Leader, initially, the member or members should try to resolve the problem by discussing it with the Group Leader. However, if this is unsuccessful or if the member or members involved feel unable to do so, the matter should be referred to the Groups Coordinator.

3. If a problem arises at a social function, the member or members should try and resolve the problem by discussing it with the Social Events Organiser. If this is unsuccessful or if the member or members involved feel unable to do so, the matter should be referred to the President.
4. Informal Procedure – When a problem/grievance is referred to the Groups Coordinator he/she will:
 - Gain clarity from the outset as to what the nature of the problem/grievance is. Ask people to cite specific examples of behaviour, with dates where possible.
 - Attempt informal resolution.
 - Have an informal discussion with each party concerned to understand the problem and hear each party's views. The parties may decide to put their concerns or complaints in writing and, for the sake of clarity, this is often helpful.
 - Seek to summarise the situation with both parties, be clear about any required changes to ensure it does not happen again, and to clear the air.
 - If the Groups Coordinator feels that there is a case to answer but that nevertheless it is a minor issue, he/she should make it clear to all present that there must be no repeat of the sort of actions/behaviour which led to this problem. In this case, no further action is necessary.
 - If, however, the Groups Coordinator feels that the situation warrants a more formal approach, then the formal procedure should be followed.
5. Formal Procedure – This should only be activated after every effort has been made to resolve the issue informally.

All formal grievances should be referred to the President. The President will call a meeting of the Executive Committee to hear the grievance.

The President should advise the aggrieved party that a meeting to hear the grievance by the Executive Committee will be convened. The timetable for the date of the meeting will be short, preferably with 7 to 14 days.

A letter or e-mail should be sent by the President to the member lodging the grievance

- Advising him/her of the date, time and venue of the grievance hearing.
- Asking him/her for clear and specific details of the grievance in writing including dates and times if relevant. These details must be received by the President at least 48 hours prior to the date of the hearing.
- Advising him/her that they can also attend the Executive Committee meeting to state their grievance in addition to their written response,
- Advising him/her that they may choose to bring a companion who will also be bound by confidentiality, if they wish.

A letter or e-mail should also be sent by the President to the member against whom the grievance has been made

- Advising him/her of the grievance.
- Advising him/her of the date, time and venue of the grievance hearing.
- Asking for their response to the grievance in writing. This response must be received by the President at least 48 hours prior to the date of the hearing.
- Advising him/her that they can also attend the Executive Committee meeting to state their response in addition to their written response.
- Advising him/her that they may choose to bring a companion who will also be bound by confidentiality, if they wish.

If either member advises that there are witnesses to the grievance incident(s) who are willing to give representations, they should ask those witnesses to contact the President in order to give a statement relating to the specific incident(s) that they have witnessed.

The Executive Committee meeting must be minuted by the Secretary. The minutes must be confidential.

The Executive Committee will then consider the matter, taking into account any mitigating circumstances and agree what action to take. They should record their decision and give reasons for the decision based on the factual information provided in the statements and verbal reports provided.

Decision

The decision will be communicated in writing by the President to both parties advising them if the grievance has been upheld or not upheld and any necessary action to be taken.

If they are not happy with the decision, they can refer to the Appeals Procedure – Section 16.

If disciplinary action is considered necessary, then the Executive Committee should follow Section 13.

If the grievance is against the President of the Association, then the Vice President will replace the President in the procedure.

SECTION 14 - COMPLAINTS PROCEDURE

1. In any organisation, complaints will occur from time to time and it is important that members know where to turn for help, advice and support so that, whatever the issue, it can be dealt with quickly, objectively and appropriately. Complaints are generally lodged against the organisation, not individuals, as this will normally be dealt with under the Grievance Procedure.
2. In the first instance, complaints should be made in writing, giving specific dates and times where possible, and directed towards the relevant Committee member. If it cannot be resolved, this should be directed to the President of the Teulada-Moraira U3A. Depending on the nature and source of the complaint, the President, in conjunction with the Vice President, will make a decision as to how best to approach reaching a resolution.

3. In dealing with complaints, the President will ensure that
 - All actions are documented,
 - Complaints will be dealt with quickly and fairly,
 - Confidentiality will be maintained, and
 - Decisions made will be based on the facts and evidence gathered.

4. The following process will be implemented:

A letter or e-mail will be sent to the complainant confirming receipt of the complaint and

- If the complaint is deemed to be a grievance, the letter should confirm that the Grievance Procedure will be followed.
- If the complaint is deemed to be a disciplinary matter, then the Disciplinary Procedure will be followed.
- If the complaint is deemed to not involve a grievance or disciplinary matter, then the following process will be undertaken.

The President will gather information relating to the complaint. This will include the letter of complaint and any supporting documentation or other statements.

The President will call a meeting of the Executive Committee to hear the complaint.

The timetable for the date of the meeting to hear the complaint will be short, preferably within 14 days.

The Executive Committee will then consider the matter, taking into account any mitigating circumstances, and agree what action to take.

The Executive Committee decision will be communicated in writing to the complainant.

If the complaint has been upheld, the letter will also specify what action will be taken as a result.

5. A right of appeal should be offered, providing it is lodged within a 7 day period from the date of the Executive Committee decision being provided to the complainant. See Section 16.

SECTION 15 - DISCIPLINARY PROCEDURE

1. This procedure sets out how Teulada-Moraira U3A will approach problems related to a breach or suspected breach of the agreed Code of Conduct by a member. This procedure is intended to ensure that any issues are dealt with promptly, fairly and consistently.
2. In the event of a report of any member allegedly breaching the Code of Conduct or if a breach becomes apparent, the President will be notified immediately.

3. In carrying out this procedure, Teulada-Moraira U3A will ensure the following:
 - Every action is documented,
 - Disciplinary matters (including the appeals procedure) will be dealt with as quickly as possible and fairly,
 - Confidentiality will be maintained at all times and
 - Decisions will be based on facts and evidence.
4. All procedures and documents relating to a disciplinary issue must be kept confidential at all times. Information will only be shared with those who have a genuine need to receive it. All situations should be dealt with discreetly and by showing respect for the parties and views involved.
5. If it is felt by the President and Vice President that the alleged breach is serious enough to require formal disciplinary action, the President will call a meeting of the Executive Committee to investigate it.

The result of these investigations must not be disclosed to any other members of the Committee at this stage in order to not bias any appeal.

The timetable for the date of the meeting of the Executive Committee to discuss the alleged breach of the Code of Conduct will be short, preferably within 14 days from the date that the President is first advised.

6. Following that meeting, if it has been decided that the Disciplinary Procedure is to be followed, a letter or e-mail will be sent to the member who is alleged to have breached the Code of Conduct for the purpose of
 - Advising him/her that they are subject to a formal disciplinary procedure.
 - Advising him/her of what constitutes the alleged breach of the Code of Conduct.
 - Advising him/her of the date, time and venue of the disciplinary hearing.
 - Asking for their response to the alleged breach in writing. This response must be received by the President at least 48 hours prior to the date of the hearing.
 - Inviting him/her to attend the disciplinary hearing to state their response in addition to their written response.
 - Advising them that they may choose to bring a companion, if they wish, who will also be bound by confidentiality.
7. If the member advises that there are witnesses to the incident(s) who are willing to give representations, they will ask those witnesses to provide the President with a statement(s) relating to the specific incident(s) that they have witnessed. The statement(s) must be received by the President at least 48 hours prior to the date of the hearing.
8. The Executive Committee members attending the disciplinary hearing will consider any statements submitted, verbal statements and any mitigating circumstances. From this, the Committee will decide whether any breach of the Code of Conduct has taken place.

The full Committee may be told that a disciplinary procedure has been initiated and is being dealt with, but not given any of the detail. This is necessary in order not to bias any appeal that they may be required to hear at a later date.

9. If the President of the Committee is suspected to have breached the Code of Conduct, then the Vice President will replace the President in the procedure.

10. If the Executive Committee decide that there is no breach of the Code of Conduct, the President will advise the member of this outcome.
11. If they do feel that the Code of Conduct has been breached, they can consider any of the following possible forms of disciplinary action. Level 4 will only be invoked in the case of significant breaches of the Code or a persistent repetition of behaviour about which the member has previously been warned, such as not complying with the terms of the Constitution.

Action:

- Level 1 - A verbal warning which makes clear the nature of the unacceptable behaviour and includes a warning about future conduct and the consequences of non-compliance. The President should give the warning on behalf of the Executive Committee. Details of the warning should be recorded, dated and kept on file.
 - Level 2 – A written warning from the President, on behalf of and agreed by the Executive Committee, itemising the unacceptable behaviour, stating the improvement required with immediate effect and the consequences of continued non-compliance.
 - Level 3 – A final written warning as above, which states that, if the behaviour is repeated, the member will be asked to leave the Teulada-Moraira U3A with immediate effect.
 - Level 4 – The member is asked to leave the Teulada-Moraira U3A with immediate effect.
12. If there is a case to answer, for most problems the process will start at Level 1. However, in the case of an extremely serious proven misdemeanour, for example
- Sexual/racial abuse, discrimination, harassment, bullying,
 - Dangerous or violent behaviour,
 - Falsification of expense claims,
 - Theft,
 - Malicious damage, or
 - Conduct which brings the Teulada-Moraira U3A into disrepute or is prejudicial to the running of the Teulada-Moraira U3A

the Committee has the right to move immediately to Levels 3 or 4.

13. The decision should be communicated in writing by the President to the member advising him/her if the breach of the Code of Conduct has been upheld or not upheld.

If the breach has been upheld, they will be informed

- Of the action that will be taken as a result,
- That they have the right of appeal (see Section 16)
- That the right of appeal can only relate to the original breach, and
- That the appeal request must be lodged with the President within 7 days from the date the decision is communicated.

SECTION 16 - APPEALS PROCEDURE

1. If a member wishes to appeal against any decision made as a result of the Grievance, Complaints or Disciplinary procedures, they need to lodge an appeal in writing, to the President, within 7 days of the date that the decision was notified.
2. The written representation must include the grounds on which the appeal is lodged and must only refer to the original decision.
3. For the appeal, the President will convene a meeting of three Committee members (including him/herself). This should not include those who were involved in the initial hearing. The meeting should take place within 14 days where possible.
4. The member concerned will be offered the opportunity to attend the appeals meeting and may be accompanied by a companion.
5. The facts of the matter will be summarised by the President and the person making the appeal will be given the opportunity to speak, along with their companion, if they wish to.
6. The appeal panel will review the decision and then make a final decision, which must be communicated in writing within 7 days by the President.
7. The decision must be minuted and these minutes must be kept confidential.
8. The Committee's decision following any appeal is final and confidentiality must be maintained. Exceptions to this would be for gross misconduct issues that necessitated informing appropriate authorities.

SECTION 17 - INSURANCE

Teulada - Moraira U3A has a Third Party Public Indemnity Policy.

We do not have a policy covering personal injury, theft of money, nor is any U3A equipment insured.

Members are responsible for their own insurance. U3A is not liable in any respect for any loss or injury that may be suffered by Members whilst participating in the Association's activities.

Members are strongly recommended to take out their own travel insurance when booking any U3A trip involving flights, hotels etc.

SECTION 18 - CHARITIES

Money raised from members' subscriptions will not be used for charitable donations. The only exception to this is the amount given to the Ayuntamiento each year in recognition of the facilities they provide to our Association. It is up to the Ayuntamiento to decide how they will use this money.

The Committee decides which charity to support annually, and fund raising events may be held to raise money for this charity.

This does not preclude any group raising money for a charity of their choice or undertaking activities for charity.

SECTION 19 - PRIVACY POLICY

GDPR Compliance

By joining or renewing membership of the Teulada - Moraira U3A members agree that information members provide to the U3A will be stored on computers and servers in Spain and abroad.

Their data will be used only to communicate with members and manage their membership and its use will be restricted within the U3A and not communicated to third parties under any circumstances.

If members leave the U3A or do not renew their membership, their data will be removed from our IT systems, although it may be retained in our archival records.

Members can ask to view the information we hold about themselves at any time by emailing the Membership Secretary: membership@u3aTeulada-Moraira.org

Data Protection Procedures

- The Membership Secretary maintains the membership database.
- A full copy of the membership list is sent to the Groups Coordinator each month.
- An abridged version (excluding email addresses and telephone numbers) is also sent to the Groups Coordinator for onward distribution to Group leaders and the Facebook administrator to enable them to check that members of their groups are members of Teulada - Moraira U3A. The abridged version is also sent to the Social Events Organiser from time to time when membership needs to be checked for participation in social events.
- A subscriber list is also held securely on the U3A's email system for those members who have provided email addresses in order to be sent communications.
- Application forms are held for a minimum of 6 years.
- Group leaders maintain lists of the membership of their own groups for the sole purpose of communication about the group's activities. Such information is required to be held securely.
- The Groups Coordinator also securely keeps lists of contact details of the members of each group.
- Communications via email with members or members of groups must be done so that members' email addresses are not disclosed. This is achieved by sending emails using bcc (blind copy)

- When group leaders relinquish their position, they must give the membership information to the incoming group leader and the Groups Coordinator. They must also delete the information from any of their devices.
- When any other members hold contact details, they must delete the information from all their devices when their official purpose has come to an end.

Official U3A email accounts should not be used for personal correspondence. Emails sent to U3A, its groups or officials can be accessed by the addressee and/or other officials. Web administrators have access to mail servers and email accounts.

From time to time photographs are taken at U3A events or meetings. If you do not wish your photograph to be published please contact the Membership Secretary.

APPENDIX 1

Job Descriptions of Executive Committee Positions

PRESIDENT

Main purpose of the Role

To work towards ensuring the Teulada-Moraira U3A continues to thrive and meets members' needs in accordance with the Constitution.

Tasks and Duties

1. To provide leadership and legal representation of the Association.
2. To chair and manage all meetings of the Committee, the Executive Committee and General meetings.
3. To consult with the Secretary regarding the compilation of agendas and minutes.
4. To sign the notices convening the Annual General Meeting (AGM) the monthly General meeting (GM) and the meetings of the Committee.
5. To ensure that the notice to the membership for the AGM includes the audited accounts for the U3A and the Travel group. It should also include the list of nominations for Committee posts. The notice should be circulated within the correct timescale.
6. To sign the Minutes and Resolutions drawn up by the Secretary of the Association and approved by the Members and/or Committee, including the Executive Committee.
7. To ensure that the essential Executive Committee posts are filled.
8. To resolve conflicts that may arise, ensuring that all parties are given a fair hearing in accordance with the time limits set out in the Internal Regulations.
9. To approve and sign all expense claims for Committee members. To countersign all other expense claims over €75 and those approved by the Committee over €150.00.
10. To write the leader article of the monthly Newsletter and to approve the draft that has been compiled by the Newsletter Editor before circulation.
11. To support and encourage Committee members in the furtherance of their roles by ensuring any help, information and assistance they may need is provided.
12. To maintain good relationships with the Ayuntamiento.
13. To ensure all other duties appertaining to the office are carried out, as well as those delegated to the President by the Committee.
14. To have read and understood the Constitution and Internal Regulations.

The President shall be replaced, in the event of absence or illness, by the Vice-President or a senior member of the Committee.

Skills and Knowledge

1. Proven leadership skills.
2. Good communication skills both written and oral with both individuals and general presentations.
3. Basic understanding of and access to an E-mail system

VICE PRESIDENT

Main purpose of the Role

To deputise for the President in his/her absence.

Tasks and Duties

1. To have read and understood the President's job description and be available to deputise as necessary.
2. To present to the General meetings a synopsis of the minutes of the previous meeting which have been compiled by the Secretary.

Tasks and Duties when deputising for the President

See President's Job Description

Skills and Knowledge

- Proven leadership skills.
- Good communication skills both written and oral with both individuals and general presentations.
- Basic understanding and access to an E-mail system

SECRETARY

Main Purpose of the role

To be responsible for the management of the Association's documentation.

Tasks and Duties

1. To ensure all legal certificates, registrations, bank signatories and insurance are prepared, certified and kept up-to-date.
2. To prepare a list of Committee and General meeting dates and circulate to the Committee members.
3. To keep up-to-date the contact details of all Committee members and circulate to Committee members.
4. To notify all Committee members of the venue, date and time of Committee meetings, General meetings, Annual General Meetings (AGM) and Extraordinary meetings.
5. To notify all seven members of the Executive Committee, the venue, date and time of any meeting of the Executive Committee.
6. To be responsible for ensuring the venues for all meetings for the ensuing year are booked in September.
7. After due consultation with the President, to issue agendas for meetings and record the minutes of those meetings.
8. To circulate draft minutes of all meetings to Committee members prior to publication.
9. To compile and send all approved General and AGM minutes to the Webmasters for publishing on the web site.
10. To ensure the minutes of all General and Annual General Meeting are issued to all Committee members.
11. To send a synopsis of General, Extraordinary and AGM minutes to the Vice President.
12. To ensure that the minutes of meetings of the Executive Committee are sent to the seven members of the Executive Committee.
13. In January of each year, to ensure that nomination forms for Committee positions are available on the web site.
14. In February of each year, to prepare a notice of the forthcoming AGM and to include the list of Committee nominees and audited accounts of both the U3A General and Travel accounts. This notice to be sent to all members via E-news, Newsletter and posted on the web site. This must be done in due time for the notice to be published no later than 15 clear days before the AGM in accordance with the Internal Regulations.
15. To obtain holiday dates from Committee members in order to ensure a quorum.
16. To have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

1. Must be computer literate and experienced in word processing, having access to a computer and an E-mail system.
2. Good written and reporting skills.

TREASURER

Main Purpose of the Role

To be responsible for the custody and control of the funds of the Association, including the Travel Group, in accordance with article 20 of the Constitution.

Tasks and Duties

1. To manage the income and expenditure of the Association.
2. To prepare the budget, the balance sheet and the statement of accounts for submittal to the Committee.
3. To maintain the cash ledger and accurate electronic financial records.
4. To undertake the monthly reconciliations to both the bank balance and the petty cash.
5. To reconcile receipts against monies received for Travel trips.
6. To ensure that monies paid by members for trips organised by the Travel group are applied correctly in accordance with the information supplied by the Travel group leader.
7. To authorise payment of expenses from Travel group petty cash to Travel group members.
8. To be an authorised signatory for Association's bank accounts.
9. To avoid incurring bank charges wherever possible.
10. To maintain a good working relationship with the chosen bank.
11. To pay the invoices and expenses claims approved either by the Groups Coordinator, the President or the Committee, having due regard to the established financial limits.
12. To ensure that funds are drawn upon in the manner determined in Article 25 of the Constitution.
13. To produce and present financial reports of the General Accounts and the Travel Group Accounts to the monthly Committee meeting and the monthly General meeting.
14. To produce and present annual Balance Sheets and Statements of Accounts for each year to the Annual General Meeting (AGM). This must be done in due time for the notice to be published no later than 15 clear days before the AGM meeting in accordance with the Internal Regulations.
15. To recommend to the Committee in October each year the Membership subscriptions to be paid for the forthcoming year.
16. To make key recommendations for the changes and improvements to the financial policy of the Association.
17. To attend extra renewal meetings as determined by the Membership Secretary.
18. To provide the Membership Secretary with a reconciliation of membership numbers and subscriptions collected following all renewal meetings.
19. To provide the Social Events Officer with a reconciliation of tickets sold and money received for all social events.
20. To arrange payment of the annual insurance premium.
21. To maintain a good working relationship with the Insurance Agent.
22. To maintain a good working relationship with the Ayuntamiento.
23. To attend Committee meetings whenever possible.
24. To have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

1. To have good accountancy skills.
2. To be computer literate, particularly in Excel.
3. To have good communication skills both written and oral.

MEMBERSHIP SECRETARY

Main Purpose of the Role

To manage the membership details in a correct and timely manner in accordance with the Constitution.

Tasks and Duties

1. To maintain and update the database containing details of all members of the Association.
2. To maintain and update the U3A e-mail system with subscribers' details.
3. To collect members' annual subscriptions and run queries on the database and the U3A e-mail system to ascertain renewal subscriptions due and outstanding.
4. To reconcile receipts against the membership list following renewals meetings.
5. After each meeting, to submit to the Treasurer details of how many new members and renewals were received.
6. To submit the full membership list to the Groups Coordinator on a monthly basis.
7. To submit a membership list (without contact details) to Facebook Administrator and the Groups Coordinator on a monthly basis for use by Group Leaders.
8. To update the membership application form to keep in line with changes in legislation.
9. To compile statistical data in relation to membership as and when required.
10. To send out General and Travel Newsletters and E-News Bulletins to the membership.
11. To send the notice of the AGM to all members by E-News – this notice to be provided by the Secretary.
12. To attend Committee meetings whenever possible.
13. To report membership numbers and any other matters relevant to the membership to the Committee.
14. To report AGM attendance figures to the Committee.
15. To answer queries from members relating to membership matters.
16. To arrange, in conjunction with the Committee, the renewal dates for membership and advertise these dates on the web site and by E-News.
17. To purchase receipt books, labels, membership cards and other stationery as required.
18. To produce card labels for membership renewals and producing labels for lost or stolen cards.
19. To set up the new members and renewal desks at General and renewal meetings.
20. To retain application forms of members for a period of 6 years.
21. To arrange for helpers to assist at 'Meet and Greet' and Membership & Social Events desks.
22. To have read and understood the Constitution and the Internal Regulations.

Skills and Knowledge

1. To have a good working knowledge of Microsoft Word and Excel.
2. To have the knowledge and ability to update the U3A e-mail system.
3. To have the knowledge and ability to update the U3A web site
4. To have good communication skills, both written and oral.
5. To have good organisational skills.

Note:- The current post holder also acts as liaison officer between the Committee and the Webmasters, but this is not a specific duty of this post.

GROUPS COORDINATOR

Main Purpose of Role

To be responsible for the management and support of the groups.

Tasks and Duties

1. To facilitate the formation of new U3A groups by identifying possible groups and group leaders.
2. To help new group leaders find suitable venues, advise on available dates and times.
3. To promote new groups at General meetings (GM), and advertise via newsletter and web site.
4. To ensure that online room bookings on the Ayuntamiento electronic booking system are made as required.
5. To assist the group leaders in order to ensure they are confident with running the new groups.
6. To deal with any group complaints or queries from group members or group leaders in accordance with the timescales as set out in the Code of Conduct (Section 10) of the Internal Regulations.
7. To keep data on groups up-to-date and change wherever necessary in accordance with the Data Protection Policy.
8. To ensure that the group pages of the web site are kept up-to-date.
9. To forward information received from group leaders to the Newsletter Editor if applicable.
10. To forward urgent information that needs to be circulated via E-News to the Membership Secretary.
11. To arrange for the printing of group display boards and Group Leaders' badges.
12. To arrange Annual Group Leaders' Dinner.
13. To oversee the setting up of group tables at the monthly meetings.
14. To make decisions regarding requests from Group Leaders for the purchase of items for their groups, having due regard to the established financial limits.
15. To refer to the President and/or Committee, applications for expenditure by Group Leaders over the Groups Coordinator's authorised amount.
16. To present details of group activities to members at monthly General meetings.
17. To keep the Committee informed of all group matters and/or issues.
18. To request regular updates of groups' membership lists to include name, e-mail address and membership number.
19. To ensure all Group Leaders are aware that, if they collect and hold money within their groups, they must prepare accounts. These accounts to be sent to the Treasurer and Groups Coordinator when requested.
20. To instruct all Group Leaders that all sensitive material, such as members' personal contact details, lists etc. used in connection with the running of their group, should be shredded as soon as its useful purpose has come to an end.
21. To distribute membership lists (without contact details) received from the Membership Secretary to the Group Leaders on a monthly basis.
22. To ensure that Group Leaders are aware that, when they are considering leaving their role, they should notify the Groups Coordinator to ensure a full handover can be carried out.
23. To attend Committee meetings whenever possible.
24. To have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

1. To have good communication skills, both written and oral.
2. To have good organisational skills.
3. To have good people management skills.
4. To have a good working knowledge of Microsoft Word and Excel.
5. To have the knowledge and ability to update the Groups pages of the U3A web site.
6. To have the knowledge and ability to use the Ayuntamiento electronic room booking system.

APPENDIX 2

Job Descriptions of other Positions

DEPUTY SECRETARY

Main Purpose of the Role

To deputise for the Secretary in his/her absence

Tasks and Duties

1. To have read and understood the Secretary's job description and to be available to deputise as necessary
2. To have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

3. Must be computer literate and experienced in word processing, having access to a computer and an e-mail system.
4. Good written and reporting skills.

DEPUTY TREASURER

Main Purpose of the Role

To deputise for the Treasurer in his/her absence.

Tasks and Duties

1. To have read and understood the Treasurer's job description and to be available to deputise as necessary.
2. To ensure the accounts prepared by Group Leaders are complete and accurate. This should be carried out twice yearly or more frequently if necessary.
3. To provide support and help to the Treasurer including carrying monetary funds in order to make deposits at the Association's chosen Bank.
4. To countersign electronic direct payments from the Bank when requested by the Treasurer.
5. To maintain an up-to-date Assets Register.
6. To assist the Membership Secretary at Renewals meetings.
7. To attend Committee meetings whenever possible.
8. To have read and understood the Constitution and the Internal Regulations.

Skills and Knowledge

4. To have good accountancy skills.
5. To be computer literate, particularly in Excel.
6. To have good communication skills both written and oral.

MEMBERS/COMMITTEE LIAISON OFFICER

This is a Non-voting position on the Committee

Main purpose of the role

To maintain communication between members and Committee members.

Tasks and Duties

1. To present to the Committee, at monthly Committee meetings, any queries or questions that have been raised by members.
2. To maintain confidentiality, when requested, in presenting queries or questions.
3. To communicate any relevant decisions, that will affect members, made by the Committee at the monthly General meetings.
4. To ensure that copies of the report presented to the General meeting are presented to the Secretary for inclusion in the minutes.
5. To attend Committee meetings whenever possible
6. To have read and understood the Constitution and Internal Regulations.

Skills and Knowledge

- Good communication skills, both written and oral.
- Basic understanding of and access to an E-mail system.

GROUP LEADERS

Main Purpose of the Role

To be responsible for the management of their group.

Tasks and Duties

1. To liaise with the Groups Coordinator who will provide help and assistance with the establishment and development of the group.
2. To coordinate the activities of the group, in collaboration with the members.
3. To arrange date, time and place for meetings of the group.
4. To maintain a register of group members to include name, e-mail address and membership number. This list to be submitted to the Groups Coordinator as required. Any changes to group members' contact details must be forwarded to the Groups Coordinator and the Membership Secretary.
5. To ensure communications via e-mail to group members are done so that members' private e-mail addresses are not disclosed. This must be done by sending the communication by Bcc.
6. To be responsible for the reconciliation and safe keeping of any cash collected from members of your group.
7. To be responsible for the safe keeping of any assets belonging to the U3A.
8. To submit accounts as required to the Treasurer.
9. To ensure that any expenses claimed are agreed in advance by the Groups Coordinator. Once purchased, an expenses' claim form should be completed and receipts attached. This must then be authorised by the Groups Coordinator before payment can be made by the Treasurer. All claims must be submitted within 3 months of purchase. Any purchases made from October onwards must be claimed by the December General meeting. In addition, Group Leaders must inform the Groups Coordinator which meeting they will be attending to ensure sufficient funds are available.
10. To attend General meetings whenever possible in order to provide information and answer queries from members.
11. To attempt to resolve any complaints or disciplinary issues as quickly as possible, if necessary, with the assistance of the Groups Coordinator in accordance with the timescales contained in the Internal Regulations.
12. To inform the Groups Coordinator of changes that need to be made to the entries on the web page for their particular group.
13. To submit to the Newsletter Editor any interesting reviews and group news for their group.
14. To ensure all sensitive group material is shredded as soon as its useful purpose has come to an end.
15. To notify the Groups Coordinator, when considering leaving the role as Group leader, in order to ensure a full hand over at the appropriate time. Also, that all U3A confidential information, such as e-mail addresses and telephone numbers, is deleted from your personal electronic devices and hard copies disposed of securely in accordance with the Data Protection Regulations.
16. To notify any helper of your group who keeps contact details that these must be deleted upon them leaving.
17. To have read and understood the Constitution and the Internal Regulations.

Skills and Knowledge

- To have good organisation skills.
- To have good communication skills, both written and oral.
- To have good people management skills.
- To have a basic understanding of and access to an e-mail system.

TRAVEL GROUP LEADER

Main Purpose of the Role

To be responsible for the management and support of the Travel Group.

Tasks and Duties

1. To liaise with the Groups Coordinator who will provide help and assistance with the development of the group.
2. To hold regular meetings with the Travel team.
3. To research suitable trips.
4. To produce a financial plan for each trip and to inform the U3A Treasurer before advertising the trips.
5. To assist and support team members to organise planned trips.
6. To prepare information for display at General meetings (GM) and travel web page.
7. To keep travel web page up-to-date at all times.
8. To set up the travel group desk at GM's and ensure all receipt books, booking lists and relevant information are available for each member of the team.
9. To ensure receipts are issued for all bookings received and any refunds given.
10. To ensure that all receipts are reconciled against the booking list and money received after each meeting.
11. To ensure all money received for bookings is handed to the Treasurers promptly.
12. To ensure priority is given to all U3A Teulada-Moraira members.
13. To ensure communications via e-mail to members are done so that members' private e-mail addresses are not disclosed. This must be done by sending the communication by Bcc.
14. To be responsible for the safe keeping of any assets belonging to the U3A.
15. To ensure that any expenses claimed are agreed in advance by the Groups Coordinator. Once purchased, an expenses' claim form should be completed and receipts attached. This must then be authorised by the Groups Coordinator before payment can be made by the Treasurer. All claims must be submitted within 3 months of purchase. Any purchases made from October onwards must be claimed by the December General meeting. In addition, Group Leaders must inform the Groups Coordinator which meeting they will be attending to ensure sufficient funds are available.
16. To attend General meetings whenever possible in order to provide information and answer queries from members.
17. To prepare and publish monthly Travel Newsletter.
18. To present details of trips to members at monthly General meetings.
19. To report all financial matters to the Treasurer for submittal at the Committee meetings.
20. To report all non-financial matters to the Groups Coordinator.
21. To attempt to resolve any complaints or disciplinary issues as quickly as possible, if necessary, with the assistance of the Groups Coordinator in accordance with the timescales contained in the Internal Regulations.
22. To ensure all sensitive group material is shredded as soon as its useful purpose has come to an end.
23. To notify the Groups Coordinator, when considering leaving the role as Group leader, in order to ensure a full hand over at the appropriate time. Also, that all U3A confidential information, such as e-mail addresses and telephone numbers, is deleted from your personal electronic devices and hard copies disposed of securely in accordance with the Data Protection Regulations.
24. To have read and understood the Constitution and the Internal Regulations.

Skills and Knowledge

- To have good organisational skills.
- To have good communication skills, both written and oral.
- To have good people management skills.
- To have good working knowledge of Microsoft Word and Excel.
- To have a basic understanding of and access to an e-mail system.
- To have the ability to research and identify suitable trips.
- To have knowledge and ability to update the travel group web page of the U3A web site.