

Swanland



**CONVENOR'S
ROLE**

THE ROLE OF THE CONVENOR

1. To plan, though not necessarily lead, each meeting.
2. To record attendance and notify the Interest Group Coordinator if a group becomes full.
3. To notify the Interest Group Coordinator if there is a change of convenor or the group sub-divides.
4. Keeping Accounts:
 - 4.1 The National Office's requirement is that monies should be dealt with by one member within each group and a record kept of all receipts and payments, and handed to the Treasurer each January.
 - 4.2 Small cash amounts collected and paid out on a meeting by meeting basis are exempt from this as are funds collected to cover incidental expenses i.e. tea and coffee, with a maximum float of £50 being held by the convenor.
 - 4.3 Convenors should ensure that any member whose house is used for meetings is not out of pocket. Conversely the host or convenor should not make a profit.
 - 4.4 When money is required on a regular basis e.g. room rental, tuition fees etc. these subscriptions should be collected from members in advance e.g. per term or session.
 - 4.5 Member's cheques should be paid through the Treasurer, and made payable to 'The Swanland u3a'.
 - 4.6 Only Trustees of Swanland u3a are to enter into contracts e.g. hall hire and so the Committee should be informed when arranging a new contract and this should be done in the name of Swanland u3a the Treasurer will issue any cheques to meet payments.
 - 4.7 To comply with u3a National Office insurance requirements no more than £300 cash should be held within a member's home and these funds should never be held in a member's personal bank account.

5. To keep a list of the group's assets to be submitted to the Treasurer each year, in order these assets may be covered by the u3a's insurance.
6. To check periodically that all members of the group are fully paid-up members of Swanland u3a

(Membership secretary checks records on receipt of group membership list prior to the convenors meeting) Humber Accord membership should be checked using up to date membership cards.

7. To keep group members advised of interest group activities via:

- 7.1 The Newsletter - information should be sent to the editor before the deadline which is advertised in the previous Newsletter and by e-mail.

- 7.2 Electronic interim Newsletter - information should be sent as periodically advised.

- 7.3 Notice boards and digital screening of notices at Thursday meetings.

- 7.4 e-mail or post within the group.

- 7.5 Other post where appropriate.

- 7.6 Sending website notices for publication to the Web Administrator by e-mail webadmin@swanlandu3a.org.uk

8. To submit occasional articles to the Newsletter about the group's Activities.

9. To attend the one meeting held each year specifically for convenors to air and share concerns and solve any problems that may have arisen. When this is really impossible to send a substitute from the group.

- NB:
- a. New Groups and activities should always be approved by the executive committee.
 - b. Groups should not be used to raise money for charity without the authority of the executive committee.

