

Executive Committee Vacancies June 2026 - Outline role descriptions

All Trustees

- Responsible as a Trustee and Officer for upholding the principles and objectives of the Third Age Trust and leading the Sevenoaks u3a group.
- Ensure that Sevenoaks u3a complies with Charities Commission regulations.
- Attend Executive Committee Meetings held every other month currently on Thursday afternoons, preparing a short report in advance, contributing to discussions and decisions made and carrying out agreed actions after the meeting.

Chairman

- Lead Sevenoaks u3a with a positive, welcoming and flexible approach on behalf of the Trustees.
- Chair Sevenoaks u3a AGM and other members' meetings as appropriate.
- Lead executive committee meetings and ensure the minutes and actions are properly recorded and progressed.
- In conjunction with the rest of the Trustees set policy and strategy for the future direction of Sevenoaks u3a.
- Work with and support fellow Trustees in the fulfilment of their roles.
- Work collaboratively with supporting teams and group organisers.
- Produce Annual Trustee Report to members, the Charity Commission and TAT as required.
- As a member of the Kent Network of u3as, attend area meetings and represent Sevenoaks u3a interests.
- Attend TAT events and represent Sevenoaks u3a at national events such as the AGM as required.
- Responsible for resolution of any internal issues with/amongst members where these require EC/Trustee intervention.

Vice Chair

- Deputise for the Chairman, when necessary, including chairing EC meetings and other members' meetings with a positive, welcoming and flexible approach.
- Promote the interests of members within EC.
- Encourage new members to integrate in Sevenoaks u3a activities.
- Help maintain communications across the supporting teams on behalf of the EC to ensure coherent presentation of information to the membership.
- Engage with supporting teams where required to provide advice for both day-to-day operational matters and longer-term strategy.
- Represent the Chairman at events where required.
- Attend meetings of the South East Forum and the Kent Network of U3As and represent Sevenoaks u3a interests as required.
- Maintain communication with the Third Age Trust (ie u3a National Office) and represent Sevenoaks U3A at national events as required.

Communications, Publicity and Marketing Trustee.

- As appropriate set up, manage, oversee and/or support teams delivering the following various communications functions within Sevenoaks u3a:
 - the Website and other social media agreed with EC.
 - the Newsletter which is published ten times a year particularly with regard to content in collaboration with the Chair and wider EC
 - Publicity – External media communications including online and paper, posters and flyers etc.
- Chair the monthly Communications Team meetings.

IT, Technical and Data Privacy Trustee (new role)

- Manage Beacon (u3a National Database System) on behalf of Sevenoaks u3a – National liaison, Day to Day administration and Training Sevenoaks users.
- Ensure Sevenoaksu3a fulfils its obligations under the GDPR legislation supported by the EC.
- Provide strategic direction, oversee internal u3a implementation of, and ensure support is provided to members in the adoption of new technology whilst maintaining inclusivity.

- Support the Technical Support Team.

Events Secretary

- Encourage a small team of volunteers to join a Social Events Committee to meet regularly as agreed.
- Lead Social Events Committee in both organising events and outings for members and also seeking out and informing members of other events of interest arranged by u3as or other organisations. Events include the Sevenoaks u3a Annual Lunch. Outings may include trips to places of interest, such as notable houses and gardens, museums, towns, villages and river trips.
- Gather or prepare and distribute advertising in advance via the newsletter or website or at Sevenoaks u3a monthly meetings.
- Support Group Organisers and other members in organising outings.
- Actively encourage suggestions from members for outings/events and attend New Members Meetings and Open Meetings.