



Newbury u3a

Job Descriptions and current post-holders

July 2026

Chair: Jayne Hipkiss

I retired in June 2021 and have been a member of Newbury u3a since January 2023. I am Group Leader for Art History 1 and participate in the Calligraphy group. I enjoy the u3a day trips, theatre visits & holidays and always coming last at Skittles! I was elected Chair in 2024.

Fun fact: In my first week in a new job, I flooded the factory floor with 100 tonnes of liquid Galaxy chocolate...!

Responsible for the public facing role of Newbury u3a. Supporting the members of the EC and the wider membership.

- Run EC and other meetings relating to Newbury u3a.
- Make effective decisions.
- Be aware of national and regional u3a events and inform EC accordingly.
- Listen and act on ideas, complaints, and relevant feedback.
- Have a strategic plan for the future of Newbury u3a.
- Be prepared to help any of the other members of the EC.
- Welcome new and existing members to u3a events.
- Encourage new members to join the u3a and be alert for possible new EC members.
- Send condolence cards to bereaved members and their families.

Estimated time is 4 hours per week plus 2 hours per month at EC meetings / Talks.

Secretary: Derek Child

I joined the u3a in 2013, was instantly installed as Chairman, co-opted onto the EC in 2016 and appointed secretary in 2019. I run Golf Group 1 and chair the Theatre Planning Group.

Fun fact: In my spare time I continue my lifelong attachment to Swindon Town Football Club to which I attribute regular bouts of mild depression!

Responsible for the accurate record keeping of Newbury u3a.

- Assist the Chair to run EC and other meetings relating to Newbury u3a.
- Take effective Minutes and identify Actions.
- Receive correspondence and ensure that it is sent to relevant members and reviewed with feedback (as required).
- Prepare letters for the Chair to sign.
- Reply to items not requiring the Chair's signature.
- Prepare items for meetings and for the attention of EC members.
- Organise the AGM, nomination papers and notices of this meeting.
- Deal with the requirements of the Charity Commission.

Estimated time is 2 hours per week plus 2 hours per month at EC meetings.
May increase according to meeting schedules.

Note:

This role is supported by EC member Lorraine Strudley, as deputy Secretary.

Group Treasurer Newbury u3a: Sandra Grimditch – VACANCY end 2026

I joined the Newbury U3A at the beginning of 2024 and straightaway applied for the vacant position of Group Treasurer. Having worked as an accountant this suits me perfectly! I am also a member of the lunch group.

Fun fact: I initially retired to the Peak District but found that I was too far away from my seven grandchildren. I then looked for somewhere that is equidistant to where members of my family live! Newbury!

Responsible to the Executive Committee (EC) for financial matters and for keeping the financial records of the Charity.

There are Treasurers and bank accounts for the Travel, Theatre and Gardening groups and for “Members Enjoying Entertainment Together”. The Group Treasurer looks after the main bank accounts and consolidates everything for the year-end financial statements which are published on the Newbury U3A website and sent to the Charity Commission.

The main tasks of the role are:

Ongoing:

- receive invoices and other requests for payment, check for accuracy and authorisation, pay and request a second signatory.
- track membership income and reconcile.
- enter bank statement receipts and payment into Excel and analyse in order to provide information for the EC and published accounts.
- invest surplus funds to maximise interest.
- produce monthly financial reports for the EC.
- provide ad hoc financial advice as required.

Once per year:

- gather the financial information from the other Treasurers and from all activity Group Leaders and, together with the main account analysis, consolidate to produce the Newbury U3A’s financial statements.
- prepare plans, forecasts and models to aid EC decision-making, particularly in the Autumn to set subscriptions and spending plans for the following year.
- claim Gift Aid from HMRC.

The role takes an average of about 4 hours per week for the ongoing work plus extra for meetings and the annual tasks.

Vice-Chair & Welfare Officer: Jill Bosley

I joined the u3a five years ago and I am on the Travel Planning Group. I attend day events, theatre visits and holidays. I was elected to Vice-Chair in 2024 and bring a wealth of experience from many years volunteering in the charity sector.

Fun fact: I am a member of NUTS* and play the ukelele! (*Newbury Ukelele Town Strummers).

Responsible for supporting and deputising for the Chair.

- Deputising and act for the Chair at u3a meetings when required.
- Be prepared to help any of the other members of the EC.
- Act as a sounding board and provide feedback for the Chair.
- Welcome new and existing members to u3a events.
- Liaison with the Newbury Volunteer Bureau
- Communication with members who are unwell (sending cards etc)

Estimated time is no more than 1-2 hours per week plus 2 hours per month at EC meetings / Talks.

Membership Secretary: Wendy Walker

I have been membership secretary for 5 years.

I belong to the play reading group (Actually Zooming Marvellous) and Mid-week Walkers. I am co-chairman of the travel group and organise day trips and holidays. I also do a stint in the office twice a month.

Fun fact: I belong to the Racy Fillies of Newbury, part of the Red Hat Society, which is for ladies over 50 who like to grow old disgracefully. We dress in purple with a red hat whenever we hit the town!

Responsible for managing the membership for Newbury u3a.

- Enrolment and communication with new members.
- Office Duty.
- Follow up for prospective members.
- Collection of membership fees and registration for Gift Aid.
- General record keeping of individual membership status.
- Using the Friday Update to remind members when fees are due.
- Informing members when their membership has been terminated due to non-payment of fees.
- Maintenance of records for members that receive TAM magazine.
- Providing the EC with a membership status summary at each EC meeting.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings. This will increase when membership subscriptions become due, and members require help to process their renewals to around 15 hours per week in January and February.

Administration Manager: Sue Wardell

I've been a member of the u3a for 13 years. This is my second period of service on the EC.
Groups to which I belong: Gardening, Lunch, Barn Dancing, Pilates, M.O.T.O.

Fun fact: I don't like snakes but was crazy enough to pose for a holiday photo with a snake draped around my neck.

- Responsible for assisting Beacon Administrator and Website Administrator, and managing office administration.
 - Keeping Beacon up to date with any group and user changes.
 - Provide Beacon training when required.
 - Helpline for members during renewal period.
 - Updating the website for groups
 - Emailing welcome letter to new members.
 - Responsible for lanyards, their distribution to EC members, trip organisers and Group Leaders
 - Office duty and training of new staff when requested.
 - Updating office documents
 - Responsible for storing important documents on the office computer; formatting documents prior to publication.
 - Production of application and renewal membership forms.
 - Attendance at Executive Committee meetings.

Estimated time 1-2 hours per week plus 4 hours per month at EC meetings/Talks. Will vary throughout the year according to demand.

Publicity Officer: Tim Jarvis

Fun fact: While at school in South Wales Tim studied French German and Latin. Having been established in West Berkshire for the past few decades he's now learning Welsh on Duolingo.

Responsible for informing the media, local organizations, members and public at large about Newbury u3a.

- Distribute reports of u3a events to the local media and engage with reporters to get coverage.
- Provide input on Newbury u3a to Third Age Matters magazine.
- Advise the EC on opportunities for publicity and engagement in the local area (e.g. fetes, charity events).
- Organise membership or visibility drives as requested by the EC.
- Collate the quarterly on-line 'Quarterly Magazine' for members.
- Estimated time is no more than 1-2 hours per week plus 2 hours per month at EC meetings. Quarterly Magazine takes about 2 days (15 hours) every 3 months. This might increase when supporting events.

Note: The Publicity Officer is supported by the following EC members and liaises with them to ensure consistency & accuracy of reporting content.

- Social Media posts - managed by the Speaker Booker
- Volunteer Bureau - managed by the Vice-Chair
- Social Prescribing - managed by the Chair

Groups Coordinator – Rosemarie Franklin

I have been a member of Newbury u3a since 2015, on the EC for 3 years, then Chairman for the past 4 years along with being Group Coordinator for the last 2 years. I am the Group Leader for the Knit and Crochet Group, co-leader for MOTO and participate in the Photography and Gardening Groups.

Fun fact: My Knit and Crochet Group are currently knitting Easter chicks for charity that contain an Easter Egg inside!

Responsible for supporting Newbury u3a Groups.

- Providing advice on the set up of new Groups.
- Providing advice on the running of existing Groups, including use of a Booking Form.
- Providing support and advice to Group Leaders.
- Informing Group Leaders of relevant u3a communications and requests*.
- Organising and running Group Leaders Meetings.
- Coordinating with Halls Admin regarding hall / venue hire and meeting calendars.
- Monitoring Beacon for lapsed Group Members and assisting Group Leaders.
- Ensuring that Groups using BH record and bank their meeting subscriptions.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings. This is variable according to the needs of the groups.

*For example, the provision of Group photographs for u3a publicity purposes.

Note:

The halls and venue booking and any on the day issues such as lost keys / no heating are the responsibility of the Group Leader who hired the hall / venue to resolve.

Halls Administrator – Carole Harmer

We moved to Newbury from Suffolk in April 2024 to be near family, and I joined u3a just before the move. I am thoroughly enjoying Pilates, and I have also joined the knitting and crochet group where I have completed several beanie hats and intend to knit chicks at Easter.

Taking on the Halls Admin role gives me the opportunity to be more involved in the u3a and meet new people along the way.

Fun Fact: On our 25th wedding anniversary I rode an Ostrich.

Responsible for co-ordinating the booking of halls for u3a activities with Group leaders, checking incoming invoices and handling booking and invoice queries.

- Receiving invoices for payment from halls and venues hired by Group Leaders.
- Reconciling balance for hire of halls / venues with Group Leaders.
- Sending invoices for payment to u3a Group Treasurer.
- Receiving notification of paid invoices from u3a Group Treasurer.
- Monitor bank balance for funds received / due.
- Issue reminders for payment.
- Reconciliation of refunds / incorrect invoices.
- Maintenance of hall/venue list, hire costs and contacts for sharing with Group Leaders

Estimated time is no more than 2 hours per week.

Note: The halls and venue booking and any on the day issues such as lost keys / no heating are the responsibility of the Group Leader who hired the hall / venue to resolve.

Governance Officer / TVN Contact: Stephanie May

I retired from the University of Reading in 2023 and immediately joined the u3a as a way to pursue interests and meet new people. I am now a member of 5 groups including Art History 1, Architecture and One Act Readers.

Fun fact: I had two sisters called Linda!

Responsible for providing regional and national u3a input to the EC.

- Attend TVN meetings and where relevant, promote the work of Newbury u3a.
- Awareness of National u3a matters and communication of any items of relevance or interest to the EC.
- Ensure that Newbury u3a EC is aware of key national u3a and template resources.
- Encourage members to participate in regional and national u3a events by regularly publishing details in the Friday Update.
- Awareness & communication of Charity Commission requirements.
- Awareness and communication of any other relevant national legislative requirements.

Estimated time is no more than 2 hours per week and 2 hours per month at EC meetings.

Office Manager: Linda Catheline

I joined the u3a some 10 years ago, initially to play table tennis, I now belong to the badminton & pickleball groups. I am leader to the very popular Pilates group and lead and am treasurer for the M.E.ET group, organising various evening/weekend events for the wider membership. I've been working in the office for several years, 5 as Office Manager.

Fun fact: I am an expert eBay-er!

Responsible for the organisation, training, and management of office staff to effect:

- Office Duty and work rota.
- Organisation & maintenance of Newbury u3a records.
- Composition and set-up of Friday Update and other general communication to members.
- Responding to general enquiries from the membership.
- Raising items received from the membership to the Chair / EC.
- Attendance by invitation at Newbury u3a EC meetings.

Estimated time is no more than 4 hours per week plus 2 hours per month at EC meetings.

Speaker Booker Newbury u3a. Bob Hook

I have held this role previously and I am currently supporting this role until it is filled by a new applicant.

Fun fact: I volunteer at Greenham Common Control Tower at the weekends,

Responsible for the sourcing and booking of guest Speakers at St Nicholas Church Hall and for the AGM.

This role involves contacting potential Speakers to ensure a wide variety of topics that appeal to Newbury u3a members.

The Speaker Booker must:

- Agree Speaker fees and travel expenses in advance and ensure an invoice is requested.
- Ensure in advance that Speakers have the necessary equipment for the talk (Newbury u3a can supply a projector, if booked in advance).
- Provide directions to the venue and parking.
- Note if they have any special requirements and ensure that these are met.
- Meet and greet the Speaker on arrival at St Nicholas Church Hall.
- Liaise with the Newbury u3a Member Events Coordinator to provide an introductory text for each Speaker.
- Maintain and provide a list of Speakers to the Chair and the Member Events Coordinator.
- Be willing to provide own e-mail contact to potential Speakers for engagement and liaison.
- Keep a record of each Speaker and Talk with an indication of popularity.
- Assist with the set up of the PA at the church hall.

There are 11 talks held per year, 10 in the Church Hall and 1 in the Church, following the AGM.

Talks are ideally booked and confirmed at least 6 months in advance of their taking place.

Estimated time is 2 days per month to source & engage with Speakers and 2 hours per month to host each Speaker at St Nicholas Church Hall.

Note that in addition to the responsibilities above, this role provides input to numerous social media sites to help publicise Newbury u3a. Content is coordinated by the Publicity Officer.

EC-led Member Events Coordinator. Liz Wood

I have been in the u3a since 2021 and am in 2 groups.

This role involves communicating with all relevant members involved in any EC-led event and ensuring that all logistics are organized and the EC & other members supporting the event are kept informed.

The EC-led events include:

- Monday talks – 10 per year
- New Members Coffee Morning – 2 per year
- Group Leaders Meeting – 1-2 per year
- Open Day - 1 per year
- Have a Go day – 2-3 per year
- AGM – 1 per year
- Volunteer Fair – 1 per year
- Local fetes – 1 -2 per year

The EC-Led Events Logistics Coordinator must

- Complete an events logistics form well in advance of the date of the event and communicate this to the EC and any other member helping to run it.
- Liaise with third parties (e.g. Church Hall administration for room layout).
- Agree any costs with the EC and provide invoices / claims expenses to the Treasurer

Estimated time is 1 day per month for planning plus time required to attend EC meetings and EC-led events.

Additional Roles.

Newbury u3a could not run effectively without the members that fill these additional roles. Here is a list of the current volunteers in these roles.

Role	Member	Comments
Office Staff	Linda Catheline (Manager) and team	General administration of the business of Newbury u3a and a point of contact for the membership. The Broadway House u3a office is staffed on Monday, Wednesday, and Fridays.
Beacon System Admin	Richard Knight with Sue Wardell	Membership software system used by many u3as as a centralised resource to communicate with members, group leaders of groups. Fully GDPR compliant, new features and improvements are being released regularly.
Website Admin	Sue Wardell	Go-to person for update of the website, posting new information and the use of the site as a window on our activities.
Website Development	Richard Knight, Derek Child Tim Jarvis David Turner	The new website went live in October 2024. Work continues to add further functionality.
IT support for Group Treasurer	Dave Paddon	Provides technical input to management of Newbury u3a finances
Support for Group Treasurer	Terry O'Neill	Provides accountancy support for the management of Newbury u3a finances
Theatre Group Treasurer	Derek Child	Treasurer for the group, responsible for income and expenditure.
Garden Group Treasurer	Sylvie Knight	Treasurer for the group, responsible for income and expenditure.
Safeguarding Officer	Rosemarie Franklin	To ensure that everyone is aware of the safeguarding policies and how to report any concerns.
Travel Group Treasurer Co-Chairs	Jan Williams Wendy Walker Lynne Clements	Treasurer for the group, responsible for income and expenditure. Organisation of travel events, informing members and updating bookings. Liaison with travel companies.
Catering Manager	Angela Spellman	Co-ordinates catering at events, purchases supplies (does her own baking too!), enlists help at functions for preparation, serving and clearing up.
Quarterly Magazine Editors	Tim Jarvis	Responsible for the editorial and information content of the Quarterly Magazine.
MEET Group & Treasurer	Linda Catheline Wendy Walker - deputy	Organisation of evening social events, which take place roughly every 2 months
Welfare Officer	Jill Bosley	Point of contact for issues relating to the welfare of Newbury u3a members.

Monday Talks PA team	Leads: Jayne Hipkiss & Carole Harmer Team: Peter Page, Colin Poyton, Steve Babbage, Jo Fageant, Ian Heyes	Set up of PA system and laptop connection for Speaker at Monday Talks at the Baptist Church
Southeast Region Network (SERN)	Jayne Hipkiss	Point of contact for links to the SERN team
Thames Valley Network (TVN) contact	Stephanie May	Ensuring that the Newbury u3a EC are aware of matters arising at TVN.