**Matlock Area Ordinary Committee Member Role Description**

1. Introduction
	1. Purpose:

To outline the role and responsibilities of an Ordinary Member of the MAu3a Committee.

* 1. Related documents:
1. MAu3a Trustee Code of Conduct
2. MAu3a Constitution 2023
3. Charity Commission: The essential trustee: what you need to know, what you need to do
4. Role Summary

2.1 Committee members take on the role of trustees of the charity MAu3a. Committee members are responsible for the governance of the u3a including directing how it is managed and run. The Trustees must make sure that the u3a is carrying out the purpose for which it is set up, and that all resources and funds are used only in furthering its charitable objective. (See the Constitution) The central purpose of every u3a is educational. Trustees collectively are responsible for the safe custody of members’ money

1. Specific responsibilities.
	1. To attend committee meetings.
	2. To prepare for meetings by reading the relevant documents in advance.
	3. To attend the AGM and be prepared to assist with meeting preparations if required.
	4. To attend the monthly coffee mornings from time to time and be prepared to assist with the meeting if required.
	5. To assist with the organisation or running of MAu3a activities from time to time.

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