



Paisley and District u3a – EC Role Descriptor

Committee Member

Key Role

To contribute to the effective running and development of P&D u3a by providing active participation in, and support of, the Executive Committee specifically and u3a events and activities in general.

Specific elements

- Support EC developments and decisions with regular attendance at meetings.
- Engage effectively in other u3a meetings and events.
- Endeavour to complete agreed tasks timeously.
- Participate in working groups/sub-groups as required.
- Undertake other duties and tasks as required by the Chair or EC.

Generic elements

- Ensure compliance with P&D u3a policies and procedures, especially:
 - Committee Member’s Code of Conduct
 - Data Protection and Privacy Policies
 - Safeguarding
 - Equality, Diversity and Inclusion Policies
- Participation in, and contribution to, Executive Committee meetings.
- Participation in, and contribution to, ad hoc meetings and AGM.
- Participation in, and support of, wider P&D u3a activities

u3a		Paisley and District u3a
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Approved by Executive Committee		
Review Date	January 2025	