

# Groups Treasurer Support

## 1 Introduction

Founded in 1982, u3a is a UK-wide movement of locally-run interest groups that provide a wide range of opportunities to come together to learn for fun.

Waterlooville u3a (Wu3a) was founded in 2006 and merged with Portsdown u3a in 2024 and its key aims are to:

- Enable older people no longer in full-time paid employment to help each other to share their knowledge, skills, interests and experience.
- Enable people to experience the pleasure of learning and socialising throughout life.
- Celebrate the capabilities and potential of retired people and their value to society.

## 2 Role Summary

The role of the Groups Treasurer Support is to:

- Update the Wu3a financial management system (Beacon) to provide an accurate financial status of the 'Social' account and individual group ledgers.
- Deputise for the Groups Treasurer at the Wu3a committee meetings to provide context to the Groups Treasurers report.

## 3 Main Responsibilities

The Groups Treasurers Support responsibilities are:

- Receiving bank credit information and updating group receipts in the relevant Group ledger and also updating the 'Social' account ledger with the information.
- Advise Group Coordinators (weekly, as a minimum) of their group credit receipts.
- Deputise (as a non-voting member) for the Groups Treasurer at the Committee meeting (when requested by the chair), presenting detail behind the information provided in the Groups Treasurers report.