

Committee Vacancies

Treasurer

Our current Treasurer, Wendy Hubbard, will be stepping down from the committee in February 2027 having completed six years in this vitally important role. We are hoping to recruit a replacement for Wendy now, so that the successful applicant can be given full training, shadowing and a well-supported handover.

This is an excellent opportunity for someone who enjoys working with numbers, working with others, and wants to make a meaningful contribution to the smooth running of our u3a. You do not need to be a financial expert — confidence with basic financial tasks (spreadsheets, online banking), good organisational skills, an eye for detail and a willingness to learn are more important.

If you are interested please contact Wendy by email on treasurerchelmsfordu3a@gmail.com

Website Content (Editor)

Andy Moir is our website Administrator and Site Manager. He manages the overall functionality and efficiency of the website including website security, resolving any hosting issues, ensuring that links work correctly and monitoring plugins. He also ensures that the websites complies with GDPR regulations and other relevant standards including copyright.

Up until now we have also been relying on Andy to regularly update the content of the website, including adding/deleting photos, announcements, and ensuring that event details are current and accurately reflect what is happening in our u3a. He updates the group pages and keeps the events diary updated. He removes out-of-date pages and posts new notices as required. When a Group Leader wishes to learn how to update their own page on the website, Andy is the only person that can show them how.

I'm sure you will agree that this is a lot for one person to manage. So, we are looking for someone to train as a Content Editor, who at first will share some of the simpler tasks but eventually learn to be a back-up should Andy become unwell or simply needs to take a break. The website is written in WordPress and it would help if you have some knowledge of this. If you are interested in this role please contact Andy Moir at <https://chelmsford.u3asite.uk/contact/>

Essex Network Steering Group – Beacon administrator

The Essex u3a Network requires a volunteer to join the steering group with the express purpose of keeping the network's contact details up to date. It would be helpful if the person has experience of using Beacon but full training will be given. This opportunity would suit anyone who is interested in widening their horizons and gaining more insight into the u3a movement. If interested, please contact the Network lead: Lesley Wood by email on lesleywood54@yahoo.com