



LEGAL AND COMPLIANCE OFFICER JOB DESCRIPTION

Note: it is not necessary for this person to have formal qualifications or particular experience, but these may be helpful.

Tasks:

1. Undertaking special projects (example: preparing submission to Charity Commission seeking registration)
2. Advising the committee whether proposed activities are consistent with the content of this u3a's submission as above, and with the charitable purpose clause in its constitution
3. Advising the Secretary on the preparation of annual report to the Charity Commission
4. Drafting documents required for this u3a (example: a reserves policy)
5. Reviewing guidance from u3a UK and advising on its application to this u3a
6. Generally, providing legal input to the committee when required