

# **‘Welcome to Chard Ilminster and District U3A’**

**We are very pleased that you have chosen to join our ranks. Here are a few pointers to help you on your way and to enjoy every minute .....**

All U3As are run by the members for the members. Inevitably this places much responsibility on the shoulders of a dedicated few so if you are able to contribute a skill or are prepared to help on the organisational side, please let a member of the Committee know.

If you have an interest, hobby, game or pastime you would like to pursue, or if the group you desire to join is full or absent, consider starting up your own group; it's easy, simple and help is at hand via the group coordinator. We are able to reach almost all our membership by email with your message.

Every group, business and organisation depends on good relationships. Here are some measures we have put in place to make sure our U3A stays strong and healthy. All of us have role to play, whether as participants, tutors and group leaders, administrative coordinators and helpers, committee and working group members. We also have important relationships with outside people, particularly the staff of the venues where groups are held.

It is the thoughtful and courteous communication and cooperation between all these parties that makes CI&D U3A run so smoothly and well. We wish and need to keep it that way.

Your Committee has developed the following Guidelines (based on other U3A's similar policies and procedures) to make sure that all of us, in whatever role we are acting, but especially as members, are aware of our responsibilities to each other and to CI&D U3A.

## **Guidelines**

As a self-funded, member-based organisation, CI&D U3A expects that all members, tutors and other volunteers will behave in a constructive, courteous and civilised manner at all times. As a condition of your membership you must agree to follow these Guidelines by:

- a) Participating in activities in a respectful, inclusive and positive way.
- b) Being honest and ethical in all dealings with CI&D U3A, its members and other related organisations.
- c) Showing respect, courtesy and consideration to everyone with whom you deal within CI&D U3A, related organisations and the general public.
- d) Being punctual and reliable in attending U3A group meetings, events or other commitments and, wherever possible, letting the tutor or group leader know of non-attendances, longer absences or withdrawal from a group.

- e) Observing strict confidentiality regarding organisational and members' personal information to which you may have access and never disclosing contact details of any member, tutor or Group Leader to anyone without their permission.
- f) Avoiding all forms of discriminatory behaviour in regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability.
- g) Refraining from behaviour that is inappropriate, disruptive or intimidating, such as would breach the rights of other persons to participate in a group/event or to carry out their designated role.
- h) Not engaging in any form of gambling or consumption of alcohol in any group activity or otherwise, unless expressly authorised by the Group Leader or event organiser.
- i) Preserving the wellbeing and safety of members and the organisation by:
  - I. Participating safely in each group or activity, and abiding by any reasonable directive or prerequisite specified by the group leader, tutor or event organiser.
  - II. Refraining from activities or comments that promote a personal business, product or cause, or that would place others in a vulnerable situation either financially, physically or psychologically.
  - III. Safeguarding from damage all equipment, materials, facilities and also those of other venues or suppliers we use.
- j) Promoting CI&D U3A in a positive way, refraining from harming the organisation's reputation or relationships by any inappropriate or false comment or action.
- k) Abiding by the forgoing principles, all other CI&D U3A policies and procedures, the CI&D U3A constitution the objects and principles of The Third Age Trust.

**Let the fun begin!**