



Volunteers Meeting 13th September 14:00 – 16:00 The Friary

Agenda

No	Description	Who	Relevant Documents
1	Introduction & Apologies	Chair (George Redgrave)	
2	Review of 9 th Sept Open Day	Vice- Chair (Jim McGough)	
3	Finance: Fees for 2022/23 Updated P&R 2021/22 Final Accounts	Treasurer (Graham Friday)	Procedures for GLs Sept 22*
4	Insurance	Secretary (Margaret Lloyd)	Guidance on Insurance*
5	Communications	Comms Co-ordinator (Sue Parker)	
6	Proposed new organisation	Treasurer (Graham Friday)	See pages 2 - 4
7	Member Support	Membership Secretary (Ann Sole)	
8	AOB	Chair (George Redgrave)	
9	Tea and Questions	Chair (George Redgrave)	

* Documents on <https://u3asites.org.uk/crawley/page/48932>

Crawley u3a proposed organisational structure 2023 onwards

1. Background

The review of the constitution provides an opportunity to consider the effectiveness of the organisational structure operated within Crawley u3a.

The current structure of operating a single Executive Committee comprising the Officer and all key roles has certain limitations:

- The Charity Commission rules all members of a charity's managing committee must also be Trustees. Their guidance is that the length of time Trustees serve should generally be restricted to three years and this can lead to loss of expertise and talent on the committee. This does not provide any stability and continuity, both of which are key in providing a stable platform on which to run an organisation.
- Having to become a 'Trustee' is a blockage to some members coming forward to fill roles within the organisation.
- Having the administration of the activity side of the organisation combined with the formal governance side intensifies the pressures on committee members and limits operational flexibility, which can constrain the organisation in a period where it wants to be more proactive and expand.
- The Executive Committee is seen as the sole place within the organisation where decisions are made.
- The running of the organisation is centralised into a small group of people. This needs to be widened to involve more people and share the workload out more evenly across the Membership.

To overcome these perceived limitations it is proposed, with effect from the 1st December 2022, to introduce a new organisational structure. Some transitional arrangements may be required to bed in the changes over the first year of operational.

2. Proposed new structure

The proposed structure aligns with the terms of both the existing and new Constitution.

The proposed structure consists of the main Committee and four Sub Committees, as shown in the diagram on the following page.

Three of the Sub Committees will each cover a key area of activity within the u3a (Membership, Groups and Events). The fourth 'Communications' will have a cross cutting role that draws upon the activities of all the other three sub committees and the main Committee.

The Sub Committees will take over the delivery, development and management of the day-to-day operations of the u3a. This will leave the main Committee to focus on its formal governance roles, of compliance and policy, which have become more onerous in recent years, with time to focus outward

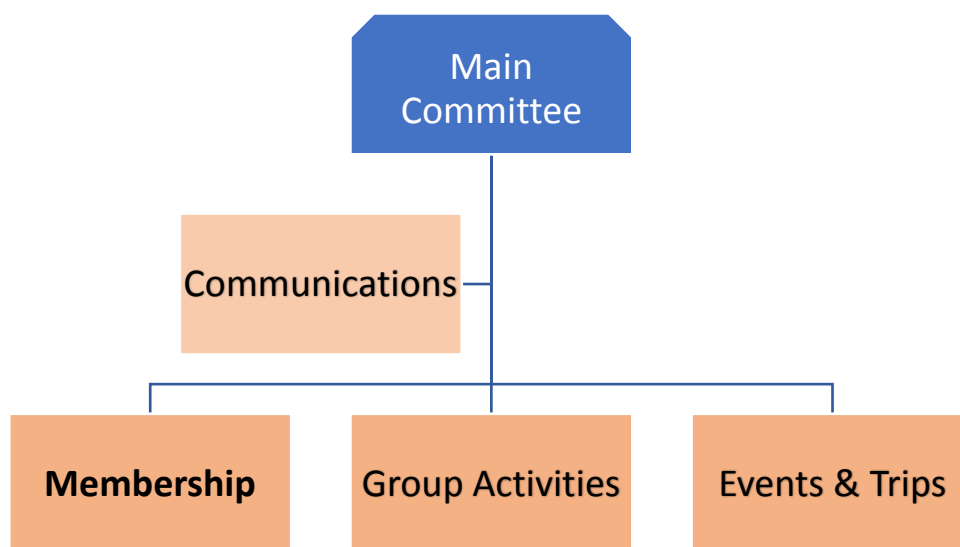
and develop more effective relationships with the Third Age Trust, other u3as and local governmental, charitable, and voluntary organisations.

As well as the four Trustee Officer roles (Chair, Vice-Chair, Secretary and Treasurer) the structure will still have the four key Lead Coordinators roles (Membership Secretary, Groups Coordinator, Communications Coordinator and Events Coordinator). These roles will be non-trustee roles and will not part of the main committee. This will hopefully provide the coordinators with more time and flexibility to focus on delivery.

If they want to, there will be nothing stopping a person in a Lead Coordinator role also standing for a Non-officer Trustee position. This will mean that they will hold two separate roles within the organisation.

A Lead Coordinator will not be allowed to stand for a Trustee Officer role on the main Committee, as this will potentially create a conflict-of-interest situation and would be too much for one person to have the time to undertake.

As well as Trustees and Lead Coordinators the sub committees will be made up of other non-trustee roles. These are there to share the workload of the sub-committee. The number of non-trustee posts will be determined by each of the sub-committee. Appointments will be on an annual basis. There will be no time limits on how long people can occupying these roles, as long as the role is undertaken in a competent manner.



Main Committee

Will be made up of between 5 -10 Trustees: 4 Officer posts (Chair, Vice-Chair, Treasurer, Secretary) and up to 6 general (non-officer) Trustees.

Will be responsible and accountable for discharging the legal, financial and governance roles and obligations of the u3a.

All Trustees will be appointed in accordance with the Constitution.

Sub Committees

Will be made up of one or two Trustees, Lead Coordinator + at least one other non-Trustee roles to be determined on a committee-by-committee basis.

The Lead Coordinator's and Non-Trustee roles will be appointed on an annual basis by the Main Committee on recommendations from the Sub Committee.

Trustees will be allocated to the sub committees on an annual basis by the Committee at its first meeting after the annual AGM.

Each Sub Committee will be responsible for the development and delivery of their area of responsibility, within a framework set out below. Each Sub Committee will have a 'key output' that they will develop, monitor and delivery.

<p style="text-align: center;">COMMUNICATIONS</p> <p>Purpose: to develop and deliver a Communication Strategy to effectively manage all external communication, advertising and promotion undertaken by the u3a.</p> <p>Membership Trustees x 1 or 2 Non-Trustee roles</p> <ul style="list-style-type: none"> • Communications coordinator • Webmaster • Newsletter Editor • Website Editor(s) • Publicity Organiser 	<p style="text-align: center;">MEMBERSHIP</p> <p>Purpose: to manage and deliver the membership process, including the annual renewals and Beacon data management system, and to deliver a pastoral care support service to Members.</p> <p>Membership Trustees x 1 or 2 Non-Trustee roles</p> <ul style="list-style-type: none"> • Membership Secretary/coordinator • Beacon Administrator • Welfare Support • Existing Member Support • New Member Support
<p style="text-align: center;">GROUP ACTIVITIES</p> <p>Purpose: to develop and oversee all activity groups operating within the u3a. (This includes trips organised by individual activity groups).</p> <p>Membership Trustees x 1 or 2 Non-Trustee roles</p> <ul style="list-style-type: none"> • Groups' coordinator • Activity Developer • Venue Health & Safety assessor • Annual Open Day organiser <p>Plus two representatives from the Group Leaders, one representing (outdoor activities) and one representing (indoor activities).</p>	<p style="text-align: center;">EVENTS AND TRIPS</p> <p>Purpose: to develop and deliver an annual programme of events and u3a wide seasonal trips.</p> <p>Membership Trustees x 1 or 2 Non-Trustee roles</p> <ul style="list-style-type: none"> • Events coordinator • Seasonal Trip organiser • Speaker organiser • Monthly/Coffee morning meeting organiser & RUG group leader. • Annual celebrational event organiser