Template for Trustees Monthly Update Report

To be adapted as necessary with time

Purpose of Reports

The **purpose** of these reports is to let other Trustees know of matters of which they should be aware (both for their understanding the whole Crawley u3a context in which the Committee makes decisions and for carrying out their own role).

Matters requiring decisions, or items presenting a lot of information giving rise to discussion, should <u>not</u> be included but should be the subject of a separate agenda item and scheduled in advance by contacting the Secretary.

General Guidance on Monthly Update Reports

1. To include both general items (see (a) below) and items specific to your role (see (b) below) - no need to separate these out
2. Use numbered bullet points, to ease reference
3. No need to report in the negative e.g. I have not received anything of interest from the Charity Commission this month. This will be taken as read if the Charity Commission is not mentioned.
4. No need to cover items covered elsewhere in the agenda, except fleetingly (e.g. I met with the Secretary on Jan 6th to discuss the agenda item on…).
5. Anything concerned with agreeing dates and making bookings for Committee Calendar items (e.g. Coffee Mornings) to be covered under the Agenda Committee Calendar update item, not in these updates
6. Would not normally expect these updates to be more than a half-page in length (using pt 11 type) and not that long for this month, given the long shut-down. Maximum one page.
7. Do not include items which are a standard part of your role and which members would already be aware of e.g. secretary would not bother stating she had written and sent out the draft minutes for the previous meeting (but if she had not then she should state this and explain the reason). These are not intended to be "everything I have done for the u3a this last month" reports.
8. Anything confidential will be removed by the Secretary before the meeting papers are saved to the web.

(a) General Items

1. Meetings held with other u3a members outside the Committee, with other Trustees and/or members (helpful to include dates)
2. Matters relating to the support role holders in your team
3. For new members, progress made on handover and induction
4. Bookings for and attendance on any TAT workshops or other u3a courses
5. Problems encountered and delays in undertaking actions from previous meetings
6. Comments of interest (good and bad) received from u3a members
7. Whether you are planning any content for the web and/or a future newsletter
8. Any matter you have come across for which there appears to be no policy

(b) Role Specific Items

Chair

1. Third Age Trust strategic developments
2. Regional networking group meetings
3. Recruitment to vacant Trustee posts (if not covered by a separate agenda item)
4. Progress on induction of new Trustees
5. Any complaints received

Secretary

1. Charity Commission matters
2. Correspondence with and from the Third Age Trust (e.g. new template policies issued)
3. Any other external correspondence received
4. Incidents reported and other insurance matters
5. Progress on setting up systems and contacts for new Trustees
6. Changes to contact details for other Crawley u3a contacts Trustees external u3a contacts (TAT and regional network groups)
7. Significant updates to Secretary owned pages on the Crawley u3a website

Treasurer

1. Bank matters
2. Progress in collecting fees (membership, indoor groups, & outdoor groups)
3. Current (or as at most recent month-end if easier) total of the bank balances across the three accounts, separating out the amount comprising deposits held for trips and events from that representing all other activities
4. Significant new equipment purchased
5. Any significant unexpected income or costs
6. Changes to accounting forms and other financial web documents
7. Gift Aid matters
8. Any instances of financial policies not being followed properly

Communications Coordinator

1. Progress on physical delivery of the previous newsletter (if relevant i.e. one of the quarterly versions)
2. Progress towards next Newsletter and any requests for content from other members
3. Crawley u3a Facebook publicity posts
4. Publicity design and distribution
5. Significant updates to owned pages on the Crawley u3a website

Groups Coordinator

1. Changes to Groups - new groups planned and current ones closing/merging
2. Numbers recruited by recently established new groups
3. Group Leaders resignations and appointments
4. Booking matters including notification of changes in hire cost changes
5. Beacon matters relating to Groups

Members Coordinator

1. Movement in membership numbers
2. Deaths
3. Membership enquiries
4. Reporting to Trust on members to receive Third Age Matters
5. Beacon issues

Access Coordinator

1. Progress on assessing accessibility of venues
2. Contacts made with members requiring support
3. Dealings with group leaders

M Lloyd, Secretary 3rd January 2023