

DISS U3A HANDBOOK

STANDING ORDERS/POLICY & PROCEDURE GUIDE

This handbook is being published gradually and is intended to be of interest and use to members and non-members alike. Click on whichever document you wish to view.

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A: CONSTITUTION



CONSTITUTION OF THE CHARITY NAMED BELOW, AN UNINCORPORATED MEMBERS ASSOCIATION, AND A MEMBER OF THE THIRD AGE TRUST

THIS IS A CHARITY IN ENGLAND AND WALES

This constitution was adopted by the membership at an AGM held on: 5th April, 2018

I certify that this is a true copy

Signed: David Siderfin

Office: Chairman

Date of Certification: 12th April 2018

The terms he / his / him are used throughout this constitution generically and, according to legal interpretation, denote both male and female.

1. NAME

The name of the charity is Diss U3A hereinafter referred to as 'The U3A'.

2. PROPERTY AND ASSETS

Subject to the matters set out below, The U3A and its property and other assets shall be administered and managed in accordance with this constitution, by the members of the Executive Committee.

3. CHARITABLE PURPOSES

The charitable purposes of The U3A are:
the advancement of education, and in particular, the education of older people and those who are retired from full time work, by all means, including associated activities conducive to learning and personal development.

4. POWERS

In furtherance of the charitable purposes but not otherwise, the Executive Committee may

exercise the following powers to:

- i. raise funds and to invite and receive contributions for The U3A by any lawful means, provided that in doing so any applicable requirements of the law shall be met;
- ii. receive donations, gifts, endowments, sponsorship, grants, legacies and subscriptions from persons desiring to support The U3A and its charitable purposes and to hold and apply any funds so acquired for the charitable purposes (subject to any restricted funds being applied to the relevant restricted purposes);
- iii. buy, take on lease or in exchange or otherwise acquire, hold and make use of any property (real or personal);
- iv. sell, lease or otherwise dispose of all or any part of the property of The U3A, subject to any consents required by law;
- v. co-operate with other charities, voluntary bodies and statutory authorities;
- vi. support any charitable organisations in furtherance of The U3A's charitable purposes;
- vii. appoint and constitute such advisory committees as the Executive Committee may think fit;
- viii. organise, promote and participate in conferences, lectures, seminars, courses, educational, leisure and social events;
- ix. publish, supply and make available books, pamphlets, reports, leaflets, journals, instructional matter, educational materials and aids of all kinds, whether in printed, electronic or any other form;
- x. associate and collaborate with other U3As and groupings of U3As (such as regional associations and networks) and The Third Age Trust in any way;
- xi. do all such other lawful things as are appropriate to the pursuit of the charitable purposes and the delivery of benefit to the public in accordance with the charitable purposes.

5. MEMBERSHIP

- i. Membership of The U3A shall be open to individuals who are in their Third Age and are interested in participating in and furthering the work of The U3A, provided that they agree to abide by this constitution and any membership conditions properly imposed by the Executive Committee and to pay the annual subscription as determined by the Executive Committee and approved by the membership at an Annual General Meeting. No individual may be admitted to membership if the Executive Committee considers that they do not meet these conditions.

- ii. Every individual member shall have one vote.
- iii. Members are bound by and shall observe any membership conditions and any disciplinary code of The U3A.
- iv. The Executive Committee may terminate the membership of any individual:
 - (a) if annual membership or other fees are unpaid one month after the due date;
 - or
 - (b) if the member acts in any way which is prejudicial to The U3A or to the running of The U3A or brings it into disrepute. Provided that the individual concerned shall have the right to be heard by the Executive Committee, accompanied by a friend acting in their personal capacity, who may also speak, or make written representation before a final decision is made.

6. HONORARY PRESIDENT

The members of The U3A may elect an Honorary President (who need not be a member) at the Annual General Meeting. If they do so, the person so appointed will serve until the next Annual General Meeting. A retiring Honorary President may be re-appointed for a further term. There is no limit on the number of terms that may be served. The Honorary President shall not be deemed a charity trustee and shall not be a member of the Executive Committee but may be invited to attend any Executive Committee meeting at the discretion of the Executive Committee and shall be entitled to attend the Annual General Meeting as a guest.

7. EXECUTIVE COMMITTEE AND OFFICERS

- i. The management of The U3A shall be vested in an Executive Committee, which shall be the governing body of The U3A and its board of trustees for the purposes of charity law. The Executive Committee shall be responsible for the strategy and policies of The U3A, and shall deal with the administration, management and control of the affairs and property of The U3A.
- ii. There must be at least seven and not more than twelve U3A members appointed to the Executive Committee. No person may be proposed for appointment or serve as an Officer or as a non-Officer member of the Executive Committee if they are currently serving as an officer or non-officer member of the executive committee (or equivalent) of any other U3A.
- iii. *Officers*

The Officers are the Chairman, Vice Chairman, Treasurer, Membership Secretary and Business Secretary. The Officers shall by virtue of holding their office be members of the Executive Committee. An individual may serve in only one Officer role at a time.

iv. *Appointment of Officers*

The Officers shall be elected by the membership at the AGM with appointment effective from the 1st April following.

v. *Appointment of other members of the Executive Committee*

Non-Officer members shall also be elected by the membership at the AGM with appointment effective from the 1st April following.

vi. *Terms of office and limits on periods of service*

- (a) Non-Officer members of the Executive Committee have a three year term of office and may serve not more than two consecutive terms.
- (b) Officers other than the Treasurer have a three year term of office and may serve not more than two consecutive terms in any Officer role.
- (c) The Treasurer has a three year term of office and shall not be eligible for re-election as Treasurer at the expiry of such term.
- (d) No individual may serve more than a maximum of six consecutive years in any combination of Officer roles or any combination of non-Officer member and Officer roles.
- (e) Any nomination for election which would breach the above restrictions may be allowed to proceed following a proposal by the Chairman of the meeting being accepted by a two thirds majority vote of members present.

vii. *Nomination and election of candidates*

Prior written nomination of any candidate for appointment as an Officer or Non-Officer member of the Executive Committee at an Annual General Meeting shall normally be required, made by a proposer and seconder from amongst the membership, to be in the hands of the Business Secretary at least twenty-eight days before the meeting. Should nominations exceed vacancies, an election shall be conducted by a show of hands. Otherwise, nominations of candidates and the conduct of voting for appointments shall be dealt with in accordance with the Standing Orders of The U3A or, if there are no Standing Orders, as determined by the Executive Committee. If there are insufficient candidates standing for the vacancies the Chairman of the meeting may appeal for any member present to agree to stand. A vote must be taken and carried by a simple majority for such an appeal for volunteers at the meeting to be permitted. Any willing candidate may then offer himself and be proposed to the meeting for appointment in accordance with the constitution.

viii. *Casual vacancies – Officers and Executive Committee*

The Executive Committee may fill any vacancy arising amongst the Officers or the non-Officer Executive Committee members, until the following Annual General Meeting. A person so appointed may stand for appointment to a first full term at that meeting, provided he is a member of The U3A.

ix. *Co-options to Executive Committee*

The Executive Committee may in addition appoint not more than two co-opted members (who must be members of The U3A), who shall have full voting rights and hold office until the next Annual General Meeting. At that meeting a retiring co-opted member may be proposed for appointment to a first full term on the Executive Committee in accordance with the provisions of this constitution. Provided always that an individual cannot be co-opted more than once.

8. DEFECTS IN APPOINTMENTS

The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any defect in the appointment, election or co-option of a member.

9. CESSATION OF OFFICE – EXECUTIVE COMMITTEE MEMBERS

A member of the Executive Committee shall cease to hold office if he:

- (a) is disqualified from acting as a member of the Executive Committee by virtue of charity law;
- (b) becomes incapable by reason of mental disorder, illness or injury of managing and administering his own affairs;
- (c) is absent without the permission of the Executive Committee from three consecutive meetings and the Executive Committee resolve that his office be vacated;
- (d) is removed by resolution of the Executive Committee for significant misconduct under the Trustee Code of Conduct, which may be passed only after the completion of the disciplinary procedure set out in that Code;
- (e) notifies in writing to the Business Secretary a wish to resign (but only if at least seven members of the Executive Committee will remain in office when the notice of resignation is to take effect which shall be at least twenty-one days from the receipt of the notification);
- (f) ceases to be a member of The U3A;
- (g) becomes an officer or non-officer member of the executive committee (or equivalent) of any other U3A.

10. MEETINGS AND PROCEEDINGS OF THE EXECUTIVE COMMITTEE

- i. The Executive Committee shall hold at least four meetings each year.
- ii. Additional meetings may be called at any time by the Business Secretary on behalf of the Chairman or by any two members of the Committee, upon not less than seven days' notice being given to other members of the matters to be discussed, unless it concerns the appointment of a co-opted member, in which case not less than twenty-one days' notice must be given.
- iii. The Chairman shall chair the meetings and in his absence a Vice-Chairman shall take over or, if there is no Vice-Chairman present, the members shall choose one of their number to be Chairman of the meeting before any business is transacted.
- iv. There shall be a quorum when at least one-third of the number of members, or three of the Committee members, whichever is the greater, are present at the meeting.
- v. Every decision shall be determined by a majority of votes of the members present and voting on the question, but in the case of equality of votes, the Chairman of the meeting shall have a casting vote in addition to his own vote.
- vi. The Chairman shall ensure that minutes are taken of all its meetings and those of any sub-committees and are available for inspection should a member request it.
- vii. The Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of its meetings and custody of documents (including, but not limited to, the use of electronic communications). No rule may be made which is inconsistent with this constitution.
- viii. The Committee may appoint sub-committees including at least one Executive Committee member, for the purpose of performing any function or duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any sub-committees shall be fully and promptly reported to the Executive Committee. The Executive Committee shall authorise the terms of reference of sub-committees and may alter them from time to time. Sub-committees may make proposals to the Executive Committee, but, unless and only to the extent specifically authorised by the Executive Committee, may neither make decisions nor incur any expenditure.
- ix. No Committee member shall be chargeable or responsible for loss caused by any act done or omitted to be done by him or by any other Committee member or by reason of any mistake or omission made in good faith by any Committee member or by reason of any other matter other than wilful and individual fraud or wrongdoing or actions knowingly beyond the scope of a specific authority or limit thereon on the part of the member in question.

11. FINANCE

- i. The financial year of The U3A shall end on such date as the Executive Committee shall decide, provided always that the financial year must be in accordance with applicable charity law requirements and the annual accounts and trustees' report must be submitted to the Charity Commission (if required by law) within relevant statutory time limits.
- ii. The funds of The U3A shall be paid into such accounts as the Executive Committee may open in the name of The U3A. All transactions on such accounts shall be carried out in accordance with the terms of that account as agreed with the account provider and approved and accepted by the Executive Committee from time to time. Only members of the Executive Committee, authorised by the Executive Committee to do so, may arrange and authorise any transaction on any of The U3As accounts and dual authorisation shall be required for all transactions.
- iii. The Executive Committee shall determine the financial controls and procedures to be followed, including but not limited to, controls and procedures in relation to accounts and transactions on them.
- iv. The funds belonging to The U3A shall be applied only in furthering the charitable purposes.
- v. No funds shall be transferred in any way to Executive Committee members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper out of pocket expenses incurred by a member of the Executive Committee in the discharge of his duties.
- vi. All proper costs, charges and expenses incidental to the management of The U3A and membership subscriptions in respect of the Third Age Trust may be defrayed from the funds of The U3A.

12. PROPERTY AND ASSETS

- i. All property and assets of and held on behalf of The U3A shall be applied in accordance with charity law.
- ii. Title to any property and assets shall be held on behalf of The U3A in such manner as the Executive Committee thinks fit from time to time and in ways permitted by charity law.

13. ACCOUNTING AND REPORTING

The Executive Committee shall comply with its obligations under charity law, and observe applicable time limits in the case of any obligations to file items with the Charity Commission,

with regard to:

- (a) the keeping of accounting records;
- (b) the preparation of annual statements of account and a trustees' report;
- (c) the audit or independent examination of the statements of account (if required by law);
- (d) the making of a charity annual return to the Charity Commission;
- (e) the transmission of the statement of accounts and trustees' report to the Charity Commission (if required by charity law).

14. ANNUAL GENERAL MEETING

- i. There shall be an Annual General Meeting which shall be held on the first Thursday in March in each calendar year or another day in that month chosen by and notified to members by the Executive Committee.
- ii. Every Annual General Meeting shall be called by the Executive Committee. This formal notice shall give at least twenty-one days' notice to all the members. The notice shall specify that the meeting is the Annual General Meeting and shall set out the business of the meeting, including resolutions to be proposed, and shall provide information about proposals for the election of Officers and non-Officer members of the Executive Committee to be made at that meeting. All members shall be entitled to attend and vote at the meeting.
- iii. The Executive Committee shall present to each Annual General Meeting the trustees' report and annual accounts for the preceding year.
- iv. The Executive Committee shall seek approval for the appointment of any independent examiner or auditor for the accounts from the membership at the Annual General Meeting, if permitted or required to do so by charity law.

15. SPECIAL GENERAL MEETING

The Executive Committee may call a Special General Meeting at any time and if at least twenty per cent of the members request such a meeting in writing stating the business to be considered, the Business Secretary shall call such a meeting. At least twenty-one days' notice shall be given. The notice must state the business to be discussed.

16. NOTICES, COMMUNICATIONS AND PROCEDURE AT GENERAL MEETINGS

- i. Notices of meetings, documents and other communications to a member may be sent by electronic communication provided the relevant member consents to receive them in this way and provides an appropriate electronic address to the Membership Secretary. It is the responsibility of that member to notify the Membership Secretary of any change to

- that address and to comply with any security and other procedures determined by the Executive Committee for such communications. A member may opt to return to hard copy communications at any time.
- ii. Accidental omission to give notice to any member of any General Meeting (including the AGM) shall not invalidate the proceedings.
 - iii. The Business Secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every General Meeting.
 - iv. There shall be a quorum when at least twenty per cent of the members are present at any General Meeting.
 - v. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting if convened at the request of the members shall be dissolved. In any other case it shall be adjourned to another day and time as the Executive Committee may direct provided twenty-one days' notice is given to all members. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum.
 - vi. The Chairman of The U3A shall be the Chairman of any General Meeting at which he is present. In the absence of the Chairman, the Executive Committee members present shall have the power to elect a Chairman for the meeting.
 - vii. If there is a tied vote the Chairman of the meeting has a second or casting vote.

17. ALTERATIONS TO THE CONSTITUTION

- i. Subject to the following provisions of this clause, the constitution may be altered in any way by a resolution passed by not less than two thirds of the members present and voting at a General Meeting. The notice of the General Meeting must include notice of the resolution, setting out the details of the alterations proposed.
- ii. The prior consent of the Third Age Trust must be requested for any proposed alterations to The U3A's constitution. The U3A may proceed with the proposed changes:
 - (a) At any time after specific consent has been received from the Third Age Trust; or
 - (b) When four weeks have passed since the consent request was delivered and the Third Age Trust has not notified The U3A of any objection to the proposals.
- iii. If The U3A is a registered charity, no amendment may be made to clause 3 (the charitable purposes) without the prior consent in writing of the Charity Commission.
- iv. No amendment may be made which would have the effect of making The U3A cease to be a charity at law.

The Executive Committee shall ensure a copy of any amendment made under this clause is promptly sent to the Charity Commission if The U3A is registered.

18. DISSOLUTION

- i. If the Executive Committee decides that it is necessary or advisable to dissolve The U3A it shall call a Special General Meeting of all members of The U3A, of which not less than twenty-one days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting, The Executive Committee shall have power to realise any assets held by or on behalf of The U3A. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to:
 - (a) Any one or more local U3As, which are charities and have charitable purposes similar to those of The U3A, as determined by the members of The U3A; or
 - (b) To the Third Age Trust (registered charity in England and Wales no. 288007).
- ii A copy of the statement of accounts and relevant reports, for the final accounting period of The U3A, must be sent to the Charity Commission if The U3A is registered.

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2.0 INSURANCE POLICIES

2.1 OVERVIEW OF THIRD AGE TRUST INSURANCE POLICIES

PUBLIC & PRODUCTS LIABILITY

AVIVA INSURANCE LIMITED - POLICY NUMBER 100663285CCI

This cover indemnifies all U3A's & U3A members against all sums you could become legally liable to pay as a result of:

Accidental injury to or death of any person.

Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of U3As.

Principal exclusions

The use of motor vehicles in circumstances which require compulsory insurance under the Road Traffic Act.

Aircraft, aerial device or hovercraft.

Watercraft exceeding 8m in length.

Loss or damage to property in the control of the insured.

Extreme sports & high hazardous activities.

Limits

Public Liability £5,000,000 for any one incident.

Products Liability £5,000,000 all insured events in any one period.

Professional Indemnity £100,000.

Excess

£250 per claim.

3.0 ROLE DESCRIPTIONS

3.1 DISS U3A ROLE DESCRIPTION FOR CHAIRMAN

Purpose

The post-holder is ultimately responsible for all the activities of Diss U3A and for the continuance of those activities.

He/she will be the Chairman of the Executive Committee.

He/she will be a signatory for all bank accounts held in the name of Diss U3A.

He/she will be an officer and member of the Executive Committee. The holder of this post will be elected by the Members at the A.G.M. and will serve for a maximum of three years before standing for re-election. He/she may serve not more than two consecutive terms in any Officer role.

Responsibilities

The post-holder will:

1. Be responsible for the quality of the Monthly Meetings.
2. Be the Chairman at Monthly Meetings and introduce the speaker.
3. Compile, with the Secretary, the agenda for meetings of the Executive Committee.
4. Be Chairman at meetings of the Executive Committee.
5. Represent Diss U3A at external events.
6. Ensure that there are effective internal and external communications.
7. Deal with complaints and grievances raised by members.
8. Be a key-holder on behalf of Diss U3A for the United Reform Church

Minuted 13 February 2014

Reviewed 11 June 2015

Updated 14 February 2019

3.2 DISS U3A ROLE DESCRIPTION FOR THE VICE CHAIR

Purpose

The post-holder will deputise for the Chairperson in his or her absence. He/she will be an Officer and member of the Executive Committee. He/she will support the Chairperson and undertake other duties as agreed with the Executive Committee. The holder of this post will be elected by the Members at the A.G.M. and will serve for a maximum of three years before standing for re-election. He/she may serve not more than two consecutive terms in any Officer role.

Responsibilities

The post-holder will:

1. Deputise for the Chairperson at monthly meetings.
2. Deputise for the Chairperson at meetings of the Executive Committee.
3. Represent Diss U3A at external events, as agreed with the Executive Committee.
4. Chair working parties as requested by and agreed with the Executive Committee.
5. Actively participate at the general meetings by greeting visitors, communicating with members and assisting in the initial preparation and tidying up at the end of the meeting.
6. Undertake additional duties in agreement with the Chair and other Executive Committee members.
7. Contribute to the Trustees Annual Report as requested

Minuted 12th December 2013

Reviewed 11 August 2016

Updated 14 February 2019

3.3 DISS U3A ROLE DESCRIPTION FOR HONORARY TREASURER

Purpose

The post-holder will be the officer with responsibility for carrying out the financial procedures of Diss U3A, as defined by the Executive Committee. He/she will be an Officer and member of the Executive Committee. He/she may hold the position for a maximum of three consecutive years. The post-holder will be a signatory for all bank accounts in the name of Diss U3A. The holder of this post will be elected by the Members at the A.G.M. *and will serve for a maximum of three years before standing for re-election. He/she may serve not more than two consecutive terms in any Officer role. (To be agreed by members at 2020 AGM.*

Responsibilities

The post-holder will:

1. Receive and bank monies.
2. Issue cheques in accordance with resolutions of the Executive Committee.
3. Maintain a record of all transactions in the Beacon Management System.
4. Ensure that the mandates for signatories are correctly maintained.
5. Reconcile transactions and provide bi-monthly reports to the Executive Committee.
6. Book the venue for monthly and other meetings as required.
7. Advise the Executive Committee on matters concerning finance.
8. Prepare the Annual Accounts for External Examination.
9. Present the Annual Accounts to the Annual General Meeting.
- 10: Collating information and presenting annual report to the Charities Commission.

Minuted 13 February 2014

Reviewed 10 August 2017

Updated 14 February 2019

3.4 DISS U3A ROLE DESCRIPTION FOR SECRETARY

Purpose

The Post Holder is responsible for such administrative tasks as are deemed necessary for the efficient management of Diss U3A. He/she will be an Officer and member of the Executive Committee. The holder of this post will be elected by the Members at the A.G.M. and will serve for a maximum of three years before standing for re-election. He/she may serve not more than two consecutive terms in any Officer role.

Responsibilities

The Post Holder will:

1. Compile, in consultation with the Chairman, the agenda for meetings of the Executive Committee (the Committee).
2. Send, in advance of the meeting, a copy of the agenda and associated papers to all members of the Committee.
3. Take minutes of the meetings of the Committee and, after consultation with the Chairman, send draft copy to all members of the Committee. Once approved at next meeting of Executive Committee, copy to be sent to I T Administrator to be included on DissU3A website.
4. Deal with correspondence to, from and within Diss U3A.
5. Send any appropriate information to the Editor for inclusion in the Newsletter and the I T Administrator for inclusion on the Website.
6. Maintain master copies of the ROLE DESCRIPTIONs for posts approved by the Committee.
7. Complete such administrative tasks as may reasonably be requested by the Committee.
8. Support the Annual General Meeting by preparing nomination papers for the election of officers; recording minutes of the meeting – reviewed and distributed as for Committee minutes above; contributing to the Trustees Annual Report.
9. In liaison with IT Administrator advise members that the latest newsletter has been placed on the website by means of reminder emails to those members agreeing to this service, the Membership Secretary will provide details of changes for this distribution.
10. Review changes to the Third Age Trust Advice Sheets and Diss U3A Policies and Guidelines deemed by the Committee to be in the ownership of this position and propose adoption / modifications as necessary
11. Communication to members via Beacon system currently administered by I T Administrator.

Minuted 12th December 2013

Retitled 10 August 2017

Updated 14 February 2019

3.5 DISS U3A ROLE DESCRIPTION FOR MEMBERSHIP SECRETARY

Purpose

The Post Holder is responsible for ensuring that all the procedures which ensure the correct and timely enrolment of members of Diss U3A are completed. He / she will be an Officer and member of the Executive Committee. The holder of this post will be elected by the Members at the A.G.M. and will serve for a maximum of three years before standing for re-election. He/she may serve not more than two consecutive terms in any Officer role.

Responsibilities

The Post Holder will:

1. Follow the procedures approved by the Committee for the enrolment of members.
2. Maintain membership records in the Beacon Management System (*in line with U3A GDR policy*).
3. Create attendance sheets for the monthly meetings.
4. Maintain a list of members' names and addresses in the format required by the Third Age Trust and supply quarterly updates to their printers.
5. Follow the procedures agreed with the Treasurer for the handling of income and expenditure.
6. Create a new member pack including welcome letter, programme card and list of interest groups.
7. Inform the Editor of the Newsletter of the number of copies required for each edition and distribute copies of the Newsletter by appropriate means to members who have requested these and not attended the monthly meeting.
8. Inform the Badge Secretary of the names of members who have joined or left Diss U3A
9. Review changes to the Third Age Trust Advice Sheets and Guidelines deemed by the Committee to be in the ownership of this position and propose adoption / modifications as necessary.
10. Provide any data as may reasonably be requested by the Committee, and contribute to the Trustees Annual Report

Minuted 12 December 2013

Reviewed 10 August 2017

Nov 2018

Updated 14 February 2019

3.6 DISS U3A ROLE DESCRIPTION FOR PROGRAMME SECRETARY

Purpose

The post-holder will be responsible for organising speakers for the monthly meetings and arranging additional meetings as agreed by the Executive Committee. He/she will be a member of the Executive Committee.

Responsibilities

The post-holder will:

1. Create a list for review by the Executive Committee at its December meeting, of speakers proposed for each year commencing May and ending the following April, the cost to be within the limit determined by the Executive Committee.
2. Provide reports for the Executive committee on a regular basis.
3. Confirm bookings of speakers and send a copy of Diss U3A's "Advice for Speakers". Liaise and communicate as appropriate with speakers.
4. Provide the Treasurer with details of the fees to be paid to each speaker and costs associated with events.
5. Ensure compliance with all legal, insurance, and financial requirements and U3A policies and guidelines.
6. Send a copy of the programme to the Publicity Officer, Membership Secretary and I T Administrator by the end of January and inform of any amendments, additions or changes on a timely basis.
7. Contact the speaker a week before each meeting to make sure that all is well, check equipment requirements and give an emergency mobile number for problems on the day.
8. Currently primary key holder for URC on behalf of Diss U3A.
9. Ensure that equipment requested is in place.
10. Greet the speaker on the day and introduce him/her to the chair for the monthly meeting or the manager of the event.
11. Ensure that the speakers fee is paid, assist him/her to collect equipment and escort him/her from the premises.
12. Share successful speakers with other Programme Secretaries in the Suffolk and Norfolk U3A Networks and contribute towards a regional database of speakers.
13. Liaise with the Social Events Co-ordinator or Outings Secretary (*if appointed*) to ensure a balanced programme of Social activities, keeping Executive Committee members informed.
14. Contribute towards the Trustees Annual Report.

12 December 2013

Reviewed 11 August 2016

Updated 14 February 2019

3.7 DISS U3A ROLE DESCRIPTION FOR INTEREST GROUPS' CO-ORDINATOR

Purpose

The post-holder will co-ordinate the functions of the Interest Groups. He/she will maintain effective communication between Group Leaders and the Executive Committee. He/she will be a member of the Executive Committee.

Responsibilities

The post-holder will:

1. Maintain an up-to-date record of all Interest Groups and their leaders and make this information available for inclusion in the Information Pack.
2. Maintain lists of the members of each Interest Group
3. Liaise with the Membership Secretary to ensure that members of Interest Groups are current members of Diss U3A.
4. Maintain an information sheet showing the aim and membership of each Interest Group and display it at the monthly meetings.
5. Liaise with Group Leaders in respect of vacancies and waiting lists.
6. Encourage the formation of new Interest Groups.
7. Ensure that reports from Group Leaders are sent to the editor of the newsletter as appropriate.
8. Encourage Groups to provide suitable text and photographs for the website.
9. Report to the Executive Committee in respect of the Interest Groups and contribute to the Trustees Annual Report.
10. Advise the Executive Committee about the development and performance of the Interest Groups
11. Review changes to the Third Age Trust Advice Sheets and Diss U3A Policies and Guidelines deemed by the Committee to be in the ownership of this position and propose adoption / modifications as necessary.

Minuted 12th December 2013

Reviewed 8 October 2015 & 2017

Updated 14 February 2019

3.8 DISS U3A ROLE DESCRIPTION FOR I T ADMINISTRATOR

Purpose

The post-holder will maintain the accuracy and appearance of the Diss U3A website, whilst endeavouring to enhance the website's overall usefulness.

He / she will be a member of the Executive Committee.

Responsibilities

The post-holder will:

1. Check incoming General Enquiry emails and answer, action or forward as necessary.
2. Post the report of the Monthly Meeting on the website and update the Notice Board on the Welcome page on a monthly basis.
3. Periodically request Group Leaders to review their Group Pages and update accordingly.
4. Enter changes requested by page owners.
5. Enter details of all meetings, speakers, events, outings, reports, links, and photographs.
6. Post approved Minutes of Executive Group Meetings.
7. Create an entry and Group Page for new interest groups.
8. Update lists of Contacts and Interest Groups.
9. Liaise with Committee Members and Group Leaders in matters concerning the website.
10. Ensure website domain licence renewed prior to expiry.
11. Ensure all laptop security software licences are renewed prior to expiry.
12. Recall all laptops every April for health checks, as per Conditions of Use.
13. Act as Administrator for the Beacon Management System.

Minuted 12 December 2013

Reviewed 10 August 2017

Updated 14 February 2019

3.9 ROLE DESCRIPTION FOR THE ACCESSIBILITY OFFICER

Purpose

The post-holder has responsibility for ensuring that existing members and third agers, who may wish to join Diss U3A, are supported in their needs relating to current Diss U3A adopted policies regarding Equal Opportunities and Disabled Access.

He / she will be an elected member of the Executive Committee and will serve for 3 years following election at an AGM.

Alternatively the post may be filled for a period of one year by co-option of an elected member of the Executive Committee or another member.

Responsibilities

The post-holder will:

1. Advise Diss U3A regarding legal requirements and Third Age Trust guidance in regard to Equality of Opportunity and Accessibility issues and assist in formulation of any policy modifications required.
2. Advise the Executive Committee on any membership matters relevant to Equality of Opportunity and Accessibility.
3. Review, on an annual basis, and amend in agreement with the Executive Committee, all relevant policies and specifically, Hard of Hearing policy, Access for Disabled policy and Equal Opportunities policy.
4. Whilst maintaining utmost confidentiality act as the designated person at monthly speaker and general meetings to ensure that disabled members and visitors are provided with appropriate seating etc. If appropriate man a “new members table” to ascertain any previous experiences, interests or problems/disabilities that might impact on members future participation – OR periodically organise new members lunches.
5. Act as the point of contact for all disabled members and communicate directly with individuals to identify their needs to develop reasonable strategies within Diss U3A Policy that may enable them to participate as far as reasonably practical, or to formulate recommendations to the Executive Committee for Policy changes.

Minuted 13th February 2014

Reviewed 10 December 2015 / 9 June 2016

Updated 14 February 2019

3.10 DISS U3A ROLE DESCRIPTION FOR PUBLICITY SECRETARY/NEWSLETTER EDITOR

Purpose

The role is responsible for the promotion of interest in Diss U3A and raising the profile in the local community, with a view to attracting interest in the activities of the U3A in order to attract potential members and attendees at Diss U3A events. He / she will be a member of the Executive Committee *and role currently includes responsibilities of Newsletter Editor.*

Responsibilities

1. Create posters (using template) to advertise date of forthcoming monthly meeting with details of speaker and subject, and other posters as and when required to support events.
2. Email poster(s) to Diss U3A I T Administrator, and distribute as appropriate in a timely manner to the circulation list
3. Review and update circulation lists for email and hard copy distribution of advertising posters and meeting reports in consultation with the Executive Committee.
4. Advise the Executive Committee on appropriate publicity opportunities, publications / events / venues. Maintain awareness of how publicity is approached in other U3As.
5. The February meeting report and the March poster should include details of the forthcoming AGM which takes place in March.
6. Write a report of AGM and include with March meeting report.
7. Support other advertising / promotional needs for events throughout the year.

Minuted 12th December 2013

Reviewed 11 August 2016

(October 2018)

Updated 14 February 2019

3.10A ROLE DESCRIPTION FOR NEWSLETTER EDITOR

Purpose

The post-holder will be responsible for the gathering of reports for the Diss U3A Newsletter and editing these to fit the available space. *(Currently 3 issues per annum)*

He / she will arrange for the printing of necessary hard copies for distribution and make electronic copy available to the I T Administrator.

This post is not currently required to be held by a member of the Executive Committee *and is currently combined with Publicity Secretary role.*

Responsibilities

The post-holder will:

1. Inform the Executive Committee and membership of the cut off dates for the submission of copy for inclusion in the Newsletter.
2. Accept submissions from the Executive Committee (AGM notices and reports), Group Leaders and members and use judgement in editing these.
3. Review Executive Committee Minutes for any items considered worthy of inclusion. Note these minutes once approved are released in their entirety on the website but this does not reach those without computer access.
4. Review the draft publication with the Chair of Diss U3A for approval prior to release.
5. Agree with the Membership Secretary the number of, and date by which, hard copy Newsletters are required.
6. Send electronic format version to the I T Administrator for posting on the website.
7. Agree size of the publication and printing costs with the Executive Committee and seek reimbursement / payment of these via the Treasurer.
8. Make recommendations for changes of content, format, size, as appropriate to the Executive Committee.

Minuted 12th December 2013

Reviewed 11 August 2016

(October 2018)

Updated 14 February 2019

3.11 DISS U3A ROLE DESCRIPTION FOR OUTINGS SECRETARY

Purpose

The post-holder will be responsible for organising a regular programme of outings. He/she will be a member of Executive Committee or report to the Executive Committee as required.

Responsibilities

The post-holder will:

1. Devise, and periodically update, a programme of potential outings, which will bear in mind insurance and legal obligations, financial responsibilities and requirements, risk assessments and Health and Safety issues, whilst also ensuring compliance with all currently relevant U3A policies.
2. Provide reports to the Executive Committee on a regular basis, and keep them informed of changes, alterations and additions to the programme of outings as they arise.
3. Make the necessary preparations for each outing, including costings, bring it to the attention of U3A members, receive applications and payments from those wishing to attend, be responsible for the successful 'on-the-day' running of the outing and ensure that all administration related to the outing is completed.
4. Send a copy of the programme of outings to the Publicity Officer and I T Administrator, and keep them abreast of changes, alterations and additions.
5. Liaise with the Membership Secretary to ensure that all applicants are paid-up U3A members.
6. Provide an income and expenditure spreadsheet, and any other financial information required by the Treasurer.
7. Receive ideas for outings from other U3A members, assess their viability, and include them in the programme if appropriate / possible.
8. Liaise with any group leader or U3A member who seeks to arrange an individual outing on behalf of other U3A members, advising them appropriately, and ensuring that all U3A policies are upheld with regard to insurance and legal obligations, financial responsibilities and requirements, risk assessments and Health and Safety issues.
9. Contribute towards the Trustees Annual Report.

04 September 2017

Updated 14 February 2019

4.0 POLICIES & CODES OF PRACTICE

4.1: CONDITIONS OF MEMBERSHIP & FEES:

- a) Executive Committee proposed and agreed membership fees will be £15 single and £30 for couples until further notice.
- b) Ticking of appropriate box on new or renewal membership form implies acceptance that members will abide by the approved version of Constitution of Diss U3A and these Conditions of Membership.
- c) Members agree that information supplied to obtain Membership of Diss U3A will only be used in line with our current GDR policy.
- d) Members are encouraged to notify Executive Committee/Accessibility Officer of any relevant disability which may impact on their participative attendance at monthly meetings, interest groups or outings all of which are undertaken at members own risk.
- e) Handling of Complaints: Executive Committee Members have a “duty of care” to all Diss U3A members. See Policy 4.1A Complaints Procedure.

Updated 14 February 2019

4.1A: COMPLAINTS PROCEDURE

In any organisation, complaints will occur from time to time and it is important that members know where to turn for help, advice and support, so that whatever the issue, it can be dealt with quickly, objectively and appropriately. In the first instance, complaints should be directed towards the Executive Committee of Diss U3A. This may include:

- A complaint from an individual member
- A complaint from an external organisation
- Concerns about the behaviour of a member or a Trustee
- Conflict arising between two member which may include committee members

The first step will be to try to attempt an informal resolution in such a way that will be satisfactory to all those involved. The procedures contained within the U3A website detail an approach to informal resolution as well as highlighting the steps that Diss U3A can take where more formal procedures including a grievance or disciplinary action are required.

Depending on the nature and source of the complaint, the Executive Committee will make a decision as to how best to approach reaching a resolution.

In dealing with complaints the Executive Committee will ensure:

- All actions will be documented.
- Complaints will be dealt with quickly and fairly.
- Diss U3A Executive Committee will try to de-escalate the situation and settle issues without having to resort to formal action, where possible.
- Confidentiality will be maintained. For more serious complaints the Committee may need to liaise with and share information with the Third Age Trust. This will not constitute a data breach due to the U3A's membership of and affiliation with the Trust.
- Decisions made will be based on the facts and evidence gathered.

In most cases, it is hoped that complaints can be dealt with informally but if it requires more, or an informal resolution does not resolve the matter, then the formal process will be implemented (as set out on U3A website).

Updated 14 February 2019

4.2: EXECUTIVE COMMITTEE MEETINGS

The Executive Committee annually determine the frequency and timings of Committee Meetings. For 2019/20 these planned to be held in February, April, September, November and February.

4.3: AGENDA ITEMS:

Annually the Secretary is to include the following items for discussion on Executive Committee agenda as appropriate. This specifically applies to agenda for any new Executive Committee meeting after the AGM.

a) SPEAKERS:

Limits for payments to speakers within budget already set.

b) EXPENSES:

Set amount for payment of Expenses (Executive Committee and members) – currently 40p per mile (12 April 2018)

c) VENUE/S RISK ASSESSMENTS:

Annual completion of appropriate forms by Chairman or appropriate appointee especially when venue contract renewed. Currently see 4.20 (a & b) for checklists.

d) KEY HOLDERS:

Appropriate venue/s key holders to be documented.

e) EXAMINATION OF ACCOUNTS OR APPOINTMENT OF AUDITOR:

To be confirmed annually, normally at AGM.

f) DATES FOR EXECUTIVE COMMITTEE MEETINGS & BOOKING LOCATION:

To be confirmed with any new committee

4.4: MAINTENANCE OF ASSET REGISTER

The maintenance of the Asset Register will be the responsibility of the I T Administrator.

4.5: MEMBERSHIP OF EXECUTIVE COMMITTEE

It is acceptable for husbands/wives/partners to both serve as members of the Executive Committee providing bank mandate does not allow for both as signatories.

4.6: MANDATE FOR BANK SIGNATORIES

At least 2 signatories are required for all cheques. The authorised Signatories would be any 2 from Treasurer, Chairman, Secretary and Programme Secretary but signatories cannot be spouse/partner.

4.7: COFFEE MORNINGS/GET TOGETHERS

The Chairman, at his/her discretion, is normally responsible for arranging 2 coffee mornings each year for members of the Executive Committee. Funding for these as well as a Members Coffee Morning (to be arranged as and when required at Chairman's discretion) should be responsibility of Diss U3A. (Minuted August 2018)

4.8: CHANGES TO POLICY OR PROCEDURES

Any changes/decisions at variance to previously agreed policy cannot be taken by a sole committee member – any changes must be agreed by at least 3 Executive Committee members as this is the agreed quorum laid down in our constitution. Such decisions to be ratified at next meeting of Executive Committee.

4.9: UPDATING OF STANDING ORDERS/POLICY & PROCEDURES GUIDE

Guide will be regularly updated by Secretary to include all the “Proposals” discussed and agreed by majority decision at Executive Committee Meeting and minuted as such. These decisions will remain in force until changed or updated at any subsequent committee meeting.

4.10: CONDITIONS OF USE OF DISS U3A PROPERTY

DISS U3A LAPTOP COMPUTERS, MONITORS & PROJECTORS CONDITIONS OF USE

The equipment is the property of the Diss U3A and can be recalled at any time.

Prior to borrowing any equipment, the IT Administrator should be contacted by email to ascertain the location of the item to be borrowed.

It is the responsibility of the person borrowing equipment to arrange its collection and return.

All equipment is to be used solely in connection with U3A business (please note specific conditions below relating to the use of laptop computers).

The equipment is solely for the use of members and restricted to their own homes or Interest Group/U3A meeting venues.

The default browser will be *MS Edge* (new name for Internet Explorer) unless otherwise agreed by the Webmaster.

No other software is to be downloaded without authorisation from the Webmaster.

The equipment is never to be used for inappropriate web access.

No data-files or programs should be saved to the laptops’ hard drives.

All saved U3A-related material must on a USB memory stick.

Users must provide their own memory sticks for this purpose.

Windows Defender will be used for virus protection and must be updated when notified.

All other notifications of available updates for Windows and related software must be accepted (i.e. click on ‘install’ or ‘proceed’, etc.) and must be allowed to complete before the laptop is switched off.

Report any System or Error Messages to the IT Administrator if unsure how to proceed.

Do not save icons (shortcuts) on the desktop.

Laptops will require to be handed back temporarily for a health, safety (PAT) and security check once a year.

4.11: ACCESSIBILITY FOR MEMBERS WITH ANY FORM OF DISABILITY:

Members are encouraged to notify Accessibility Officer/Executive Committee member, who will maintain their confidentiality, of any relevant disability which may impact on their full participation in monthly meetings, interest groups or outings, all of which are undertaken at members own risk.

Your Executive Committee will regularly try to ensure suitability of chosen location for monthly meetings. See 4.20 (a & b) for checklists.

4.12 Accounting Policy - Aug 2015

4.13 Data Protection Policy - Jun 2015 *U3A Data Protection Policy currently being updated by I T Administrator including some items as mentioned by Membership Secretary, e.g. Shredding of previous years documents (already being undertaken). .*

4.13.1 Beacon Terms & Conditions of Use - 2016 *He is also checking item 4.13.1 regarding Beacon*

4.14 Equal Opportunities Policy - Feb 2013 *as this is a condition of membership (on the constitution), it should also be highlighted to members in some way? (Possible inclusion on acknowledgement of membership? See recommendation earlier)*

4.15 Expenses Policy - Aug 2015 - *now in Policy Guide – to be reviewed annually*

4.16 Hard of Hearing Members - Jun 2016 *Hard of Hearing and Social Events/Travel – see comments above as members SHOULD advise us of any RELEVANT disability which might affect their attendance at meetings or any Social Event – and highlighted when they check into meeting if they require a reserved seat, which should be made available to them.*

4.17 Annual General Meeting - Dec 2015

4.18 Social Events and Travel - Dec 2013

4.18.1 Check list for organisers - May 2014

4.19 Advice for Group Leaders - Sep 2017

4.20 Risk Assessment Checklists - February 2019

4.20(a) ANNUAL VENUE RISK ASSESSMENT CHECKLIST

U3A Name:					
Location:					
Date:					
U3A Interest Group					
Description of Activity					
HAZARD		Yes	No	N/A	COMMENTS
1	Is the access suitable for the group attending the activity?				
2	Is wheelchair access adequate?				
3	Is the area free from obstructions & trip hazards?				
4	Is adequate means of escape in an emergency provided?				
5	Are there appropriate direction signs to aid escape?				
6	Is there a Fire Alarm?				
7	Is there Emergency Lighting?				
8	Is there a designated assembly point? Where is it?				
9	Is there an emergency procedure for the building? Do you have a copy?				
10	Is seating always laid out?				
	Is it a U3A responsibility to lay out seating before and after activity?				
11	Is food being provided/prepared?				
	Is the kitchen adequate and hygienic?				
	Are food safe cleaning materials available?				
	Visual safety check on kettles etc?				
12	Are the toilets facilities adequate & accessible?				
13	Is equipment being brought to the venue?				
	Has it been safety checked?				
14	Is there a First Aid Box or is the U3A to provide?				
15	Other				
16	Other				
Additional information:					

Signature:

Position:

Date:

4.20(b) VENUE RISK ASSESSMENT CHECKLIST (Day of Use)

U3A Name:					
Location/Postcode:					
Date:					
U3A Interest Group					
Description of Activity					
HAZARD		Yes	No	N/A	COMMENTS
1	Emergency Exits unobstructed?				
2	Emergency Exits unlocked?				
3	Fire Extinguishers in place?				
4	Toilet facilities open, clean, paper available etc?				
5	Walkways free from trip hazards?				
6	Kitchen facilities accessible and clean?				
7	Kettle leads in good condition, free from wear and fraying, plug securely attached?				
8	Refreshment items available?				
9	First aid equipment accessible?				
10	Safety Briefing given: a) Emergency exits b) Assembly point c) What to do if fire discovered d) What to do if alarm sounds e) Accident/injury reporting f) Toilet and washing facility location				
11	Other (Specify)				
12	Other (Specify)				
Additional information:					

Signature:

Position:

Date:

5. THIRD AGE TRUST ADVICE SHEETS - ADOPTION STATUS

5.1 Advice Sheets Summary

5.2 Gift Aid

5.3 U3A Trademark Use

5.4 Licences

5.4.1 Copyright Licence (CLA)

5.4.2 Phonographic Performance Licence (PPL)

5.4.3 Motion Picture Umbrella Licence (MPLC)

5.5 Shared Learning

6. THIRD AGE TRUST INFORMATION BOOKLETS

6.1 Information for Treasurers

7. TRUSTEE DOCUMENTS

7.1 Code of Conduct for Trustees - Dec 2011

7.2 Induction of New Trustees - Dec 2013

7.3 Charity Commission Trustee Guidance 1

7.4 Charity Commission Trustee Guidance 2

7.5 Declaration of Eligibility CSD-1382