

August 23rd, 2023

Dear Member,

The Annual General Meeting (AGM) of Dronfield and District U3A will be held in the Civic Hall Dronfield S18 1PD, at

10 am on 11th October 2023.

A formal notice of the AGM will be issued by 21st September 2023. Meanwhile, attached is the Pre-Notification Notice for the AGM. Please read it carefully. It explains the purpose of the AGM and calls for nominations for members to serve as Trustees on the u3a's 2023-2024 Executive Committee.

The Notice includes two appendices:

A. Role Descriptions

This explains the various roles of Trustees on the Executive Committee and their collective duties and responsibilities. It provides role descriptions for Chair, Vice-Chair, Treasurer, Secretary, Membership Secretary, Groups Manager, Minutes Secretary and others.

B. Trustee Nomination Form and Charity Commission's Trustee Eligibility Declaration

Please complete the Nomination Form if you wish to stand for election to the Executive Committee. The nomination process and eligibility criteria are explained in Section 2. Nominations must be received no later than Friday 15th September.

Please consider standing for election to the Committee. Constitutionally, the u3a must have a minimum of 5 Trustees, to include Chair, Secretary and Treasurer, and to a maximum of 15. The existing Trustees believe that the Committee needs between 10-12 members for it to operate effectively without making excessive demands on the time of any one Trustee.

This year we will be looking for a new Chair, Secretary, Treasurer and Groups Manager as the existing trustees in these positions are not available for re-election, or have indicated that they wish to stand down. **Without these positions being filled, Dronfield & District u3a will not be able to continue.** Members do need to step forward to prevent this happening.

If you have any questions about this, or about the Notice or the AGM, please contact me.

Kind regards,

Karen Grad

Acting Secretary, Dronfield and District U3A

Tel: 01246 900201

Dronfield and District U3A Annual General Meeting Pre-Notification Notice

1. Purpose of the Annual General Meeting

The Annual General Meeting (AGM) of Dronfield and District U3A (DDU3A) will be held at **10 am on 11th October 2023** in Dronfield Civic Hall.

A formal notice of the AGM will be issued on **21st September 2023**, sent electronically to members who use email, and by post to those that don't.

At the AGM, the Trustees (the Executive Committee) will report on the activities of DDU3A, incorporating the accounts for the year 2022-2023, for the approval of members.

At the meeting, all current Trustees will resign in accordance with the terms of our Constitution and, if eligible, they may stand again for re-election.

Nominations are therefore now sought for Trustees to serve on the Executive Committee for the 2023-2024 term, and their election will take place at the AGM. A Nomination Form and an explanation of the nomination process are included in Section 2 below.

2. The Executive Committee

Our Constitution requires that the Executive Committee consists of at least 5 and not more than 15 Trustees, who must be members of DDU3A. Up to 12 Trustees may be elected at the AGM each year.

The Constitution requires that the following 'Officers' be elected at the AGM – Chair, Treasurer and Secretary.

In addition, the Executive Committee recommends that:

- Vice Chair, Membership Secretary, Groups Manager and Minutes Secretary are also elected at the AGM.
- Additional Trustees are elected at the AGM, to serve on the Executive Committee (up to the maximum of 12 allowed). The duties and roles of these Trustees will be agreed by the new Executive Committee.

Brief role descriptions are included as Appendix A with this notice.

2.1 Nominations for 2023-2024

Any current member of DDU3A may nominate themselves for election to the 2023-2024 Executive Committee providing they meet the eligibility criteria defined by the Charity Commission in its Trustee Eligibility Declaration (see Appendix B).

If nominations exceed vacancies members will be asked to vote on the appointments.

Nominees, if elected to the Executive Committee, will be required to complete the Charity Commission's Trustee Eligibility Declaration.

If you wish to stand for election to the Executive Committee, please read the Role Descriptions in Appendix A and the Charity Commission's Trustee Eligibility Declaration, in Appendix B. Then complete the Trustee Nomination Form, (Appendix B), and return it to the address on the form. There are further instructions on the form itself.

All nominations must be received by the Secretary no later than

Monday 15th September 2023

The Secretary, Dronfield and District U3A
c/o The Peel Centre, High Street, Dronfield, S18 1PY

Tel: 01246 900201

Appendix A

Role Descriptions

1. Introduction

All members of the Executive Committee are Charity Trustees, responsible for governing DDU3A in accordance with its Constitution and ensuring that it is solvent, working together as a team, and assuming collective responsibility.

Within DDU3A, all personal experience and time is given freely, for the purposes of the membership and the organisation.

The following sets out the general duties and responsibilities for Trustees, together with the specific duties and requirements relevant to the Officers of the Executive Committee of Dronfield and District U3A. A description of each role is provided below.

2. Trustees

2.1 Function

To safeguard and nurture the ongoing development of DDU3A and its members, present and future.

It is important to recognise that DDU3A is a small, though autonomous, part of a national network of u3as, all affiliated to the Third Age Trust (TAT).

DDU3A has an agreed set of policies, which Trustees must be familiar with and follow. Copies are available on the [Policies](#) page of the website or on request from the Secretary.

2.2 Computer Competence

For all Trustees, the ability to use email and familiarity with Word and Excel documents or equivalent are preferred, but not essential. Training can be provided if required. All Trustees will be given a dedicated @dronfieldu3a.org.uk email address for use when doing u3a business.

Familiarity with Beacon, the u3a's membership management system, is also preferred. Some roles require extensive use of Beacon. Training will be provided as needed, in accordance with the requirements of the role being performed by each Trustee.

2.3 Tasks

Trustees will ensure:

- a) That DDU3A is carrying out the public benefit purposes for which it is set up.
- b) That DDU3A is accountable to members, the Third Age Trust (TAT) and the Charity Commission.
- c) Compliance with the Constitution and policies of DDU3A, and the law.
- d) They act in the best interests of DDU3A.
- e) They manage the resources of DDU3A responsibly.
- f) They act with reasonable care and skill, when undertaking duties and making decisions.
- g) They undertake specific roles, as agreed by the Executive Committee.

3. Chair

3.1 Function

The Chair is a Trustee, an Officer of the Executive Committee, and a figurehead for our u3a.

The Chair will, together with the Secretary, decide on an Agenda and manage meetings while, at the same time, being a facilitator, listener and communicator.

3.2 Tasks

The Chair will:

- a) Preserve order at meetings.
- b) Ensure that correct procedures are followed.
- c) Guide discussion whilst preserving a neutral role.
- d) Allow different views to be expressed.
- e) Encourage full participation in discussion.
- f) Maintain the Agenda and avoid side-tracking.
- g) Draw discussion to a conclusion in a timely manner.
- h) Ensure that decisions are followed through.

4. Secretary

4.1 Function

The Secretary is a Trustee and an Officer of the Executive Committee. They will work closely with the Chair, promoting and supporting activities and events.

4.2 Tasks

- a) Keep the Chair informed of all external communications and respond/distribute as required.
- b) In conjunction with the Chair, keep the Third Age Trust (TAT) and the Charity Commission up to date with DDU3A Trustee details.
- c) Ensure Insurance and Licence documents are maintained.
- d) Maintain the Asset Register, in partnership with the Treasurer.
- e) Construct an Agenda for meetings, in liaison with the Chair, and issue this plus the relevant discussion papers, in good time.
- f) Arrange meeting venues and equipment as required.
- g) Ensure Annual General Meetings and Committee Meetings are only held when sufficient members are in attendance to make them quorate.

4.2.1 Annual General Meeting

- a) Ensure compliance with legal requirements re notification of the nomination process.
- b) Manage nominations.
- c) Distribute papers for the meeting, and arrange any vote necessary.
- d) Collate Trustees' reports for presentation to the members.

4.2.2 Derbyshire Network

- a) Attend meetings when possible ~3 per year, some via Zoom.

- b) Respond to requests for information.
- c) Report the results of the Derbyshire Network Meetings and any initiatives which might be relevant to the DDU3A or its members.

5. Treasurer

5.1 Function

The Treasurer is a Trustee and an Officer of the Committee. The Treasurer will work closely with the Committee.

5.2 Computer Competence

Training is provided to enable:

1. Familiarity with Excel spreadsheets and Word documents or equivalent.
2. Use of the Beacon System for Membership and Financial Information.

5.3 Tasks

The Treasurer will:

- a) Organise and maintain bank account(s) in accordance with wishes of the Committee.
- b) Make arrangements for cheque signatories.
- c) Ensure strong financial procedures are in place.
- d) Manage DDU3A Gift Aid submissions to HMRC.
- e) Take measures to protect the security and confidentiality of financial data.
- f) Maintain and retain accurate financial records for the u3a and individual groups using the Beacon management system
- g) Maintain the DDU3A Asset Register (in conjunction with the Secretary).
- h) Report finances to the Executive Committee at each meeting.
- i) Prepare a statement of accounts for presentation to the AGM.
- j) Chair the Finance Sub Committee, and present an annual budget to the Executive Committee.
- k) Recommend annual Membership Subscriptions to the Executive Committee for approval.
- l) Pay approved invoices, insurance and licence documents, and retain all receipts.
- m) Liaise with the Membership Secretary regarding the processing of membership applications and renewals.

6. Membership Secretary

6.1 Function

The Membership Secretary is generally a Trustee. They will work closely with the Executive Committee.

6.2 Computer Competence

Training is provided to enable:

1. Use of the Beacon System to manage membership Information.
2. Familiarity with Word and Excel software or equivalent.

6.3 Tasks

The Membership Secretary will:

- a) Maintain a full, accurate and secure register of members, using the Beacon membership management system.
- b) Respond to queries about membership, and welcome new and returning members.
- c) Complete agreed administrative tasks for members, providing agreed methods of identification including the provision of badges, and managing the information needed to allow the delivery of Third Age Matters to members who choose to receive it.
- d) Report on membership matters to the Executive Committee.
- e) Work with the System Administrator and Treasurer to ensure security and accuracy in administrative matters relating to membership applications and renewals.
- f) Liaise with the Treasurer regarding the processing of membership applications and renewals.

7. Minutes Secretary

7.1 Function

The Minutes Secretary is generally a Trustee. They will document the work done at Executive Committee Meetings. In exceptional circumstances, this role may be undertaken by a member who is not a Trustee.

7.2 Computer Competence

Training is provided to enable:

1. Familiarity with Word and Excel documents or equivalent.

7.3 Tasks

The Minutes Secretary will:

7.3.1 During the meeting:

- a) Present the minutes of the previous meeting for agreement and signature. If required, note any changes to the draft minutes of the previous Executive Committee meeting.
- b) Make notes of decisions taken and / or actions planned and the person(s) responsible for the action(s).

7.3.2 Following the meeting:

- a) Send the approved minutes of the previous Executive Committee meeting to the Chair for electronic signature and then to the Website Editor for uploading to the website.
- b) Send a first draft of the minutes of the current meeting in a timely manner to all Executive Committee Members for comment.
- c) Take note of any feedback comments and send a final draft of the minutes to the Secretary for inclusion on the agenda of the next Executive Committee meeting.
- d) Update the Action Log and send to the Secretary for inclusion on the agenda of the next Executive Committee meeting

8. Groups Manager

8.1 Function

The Groups Manager is a Trustee. They support Group Coordinators and provide a link between the Interest Groups and the Executive Committee.

8.2 Computer Competency

1. Familiarity with Excel spreadsheets and Word documents or equivalent.
2. Use of the Beacon System to manage Group Information.

8.3 Tasks

The Groups Manager will:

- a) When requested, support individual groups as needed and all groups in general.
- b) Keep Group Coordinators up to date with changes that may affect them.
- c) Encourage the formation of new groups, and assist new coordinators who are new to this role.
- d) Use the Beacon system to assist in the setting up and/or subsequent management of individual groups.
- e) Make sure that members and the public are aware of existing and potential groups. E.g. information available on DDU3A's website, Dronfield Library etc.
- f) Encourage group updates to be submitted to the Newsletter.
- g) Maintain a list of Groups' Risk Assessments, ensure they are appropriate and are reviewed in a timely manner.

9. Vice Chair

9.1 Function

The Vice Chair is a Trustee and an Officer of the Executive Committee. They will deputise for the Chair, and so must be familiar with all procedures, in order to assume this responsibility at short notice.

9.2 Tasks

The Vice Chair will:

- a) Preserve order at meetings when deputising for the Chair.
- b) Ensure that correct procedures are followed.
- c) Guide discussion while preserving a neutral role.
- d) Allow different views to be expressed.
- e) Provide motivational support which encourages full participation in discussion.
- f) Maintain focus on the agenda, and avoid side-tracking.
- g) Draw discussion to a conclusion.
- h) Ensure that decisions are followed through.

Appendix B

TRUSTEE NOMINATION FORM 2023-2024

*All nominations must be current members of the u3a. Please read the Charity Commission's
Trustee Eligibility Declaration before submitting a nomination.*

Nominations may be submitted by following this link to the online [Trustee Nomination Form](#).
Alternatively, please print and use the form below and return it to: The Secretary, Dronfield and
District U3A, c/o The Peel Centre, High Street, Dronfield, S18 1PY

*Nominations must be received no later than **Friday 15th September**.*

I, _____ print name

Wish to be considered for the position of:

<input type="checkbox"/> Chair	<input type="checkbox"/> Secretary	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Groups Manager
<input type="checkbox"/> Membership Secretary	<input type="checkbox"/> Minutes Secretary	<input type="checkbox"/> Vice Chair	<input type="checkbox"/> Trustee

Signed _____ **Date** _____

Appendix B (continued)

Charity Commission Trustee Eligibility Declaration

*This form is for information only.
New Trustees will be expected to sign it after they have been elected.*



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustee Eligibility Declaration

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

Total number of trustees your organisation has

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name	Name	Name	Name
Signature:	Signature:	Signature:	Signature
Date	Date	Date	Date
<div style="display: flex; justify-content: space-between;"> <div>DD</div> <div>MM</div> <div>YYYY</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>DD</div> <div>MM</div> <div>YYYY</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>DD</div> <div>MM</div> <div>YYYY</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>DD</div> <div>MM</div> <div>YYYY</div> </div>

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

☐

Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

☐

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - have an IVA, debt relief order and/or a bankruptcy order
 - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - have been found in contempt of court for making (or causing to be made) a false statement
 - have been found guilty of disobedience to an order or direction of the Charity Commission

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt