



## **SOUTH CENTRAL NETWORK of u3as**

### **Aims, Objectives and Administration Guidelines**

#### **INTRODUCTION**

A Network is a generic term for a group of u3as which have chosen to work together for support and the mutual benefit of the members of the u3as concerned. They are formed organically and are not imposed by any external source.

The SCN is an informal network not currently governed by a formal constitution. Although it operates completely independently, The South East Region trustee will be invited to meetings where appropriate. An active communication link via our own website will be maintained to keep each member u3a group informed of events and other opportunities provided by the Third Age Trust.

The network shall not interfere with the operation of individual u3as. The main objective would be to provide “added value” via the opportunity to exchange information and explore best practices through better communication links between member u3as

#### **AIM**

To widen the opportunities, both educational and wellbeing, of all the members of u3as in the Network by facilitating cooperation between u3as and to support and promote the aims and guiding principles of the u3a movement as a whole.

#### **OBJECTIVES**

- To be a forum for exchange of news, information and best practice between u3as within the network
- Encourage links between interest groups of individual member u3as for sharing information, skills and experience.
- To facilitate Network events suggested and organised by individual u3as providing assistance if required.
- Provide the opportunity for member u3as to advertise to adjacent u3as vacancies within their activity groups that are struggling to make numbers
- To encourage u3as to share information about special events, excursions etc. if there is an advantage in higher numbers attending.
- To publish short notice offers sent from national office and SE Area trustee.
- To Increase awareness of u3a in the community.
- To help coordinate and initiate the development of new u3as in the County.

#### **MEMBERSHIP**

- Shall be open to any local u3a group wishing to participate.
- Participating u3as may belong to more than one network.

#### **ADMINISTRATION**

- There shall be a Network Manager, Network Administrator, to facilitate the SCN serving for a period of two years. This will take effect from the October Chair’s meeting in 2020. The serving officers may continue for a further two years. If an Officer wishes to stand down, they should give three months’ notice, to enable replacements to be found and agreed to at the next Chair’s meeting.

The roles of Report Secretary and Webmaster are not time limited.

As the network is an informal one there is no requirement for a treasurer or committee.

- The role of the Network Manager shall be to chair meetings, attend Network Links meeting as organised by the Trust and other administrative tasks as required.
- The role of the Network Administrator shall be to support the Network Manager, maintain details of member u3as and venues. To circulate any reports/documents to the network, organise the bookings of the meetings and circulate their agendas.

Documents can be seen and edited by SCN officers using Dropbox.

- The role of the Webmaster is to maintain and edit the SCN website in consultation with the Network Manager/Network Administrator as appropriate.
- The role of the Report Secretary is to take notes at meetings, and send these to the Network Manager for editing, after which the Report will be distributed by the Network Administrator.

## **COMMUNICATION**

- The primary communication method shall be via email to individual member chairmen and their nominated point of contact. This need not be a committee member.
- Individual u3as shall advertise the SCN website to their members via their newsletters/ bulletins and provide a URL from their own website.
- There shall be a link out from the SCN website to the South East Region u3a Area website.-
- To facilitate good communication the Network Administrator will maintain an SCN contact database and ask chairs to check and update their entries on a regular basis.

## **NETWORK CHAIRS MEETINGS**

- SCN Chair's meetings shall normally be held twice a year, within the months of March and October
- When required participating u3as shall nominate one or more individuals to represent them at SCN meetings when the chair is unable to attend.
- Nominated SCN representatives may or may not be Committee Members within their own u3a, but should be mandated to represent the views of their u3a.
- A Report which can be commented on will be circulated to all Attendees, all Chairs and the nominated SCN representatives and will be posted on the SCN web site.
- The S E Regional Trustee shall be invited to attend SCN meetings where appropriate but without a voting right.
- If there is an urgent situation that requires a collective decision, all Chairs shall be asked by email for their opinion which will be taken into account when the decision is made by the Network Manager, and Network Administrator.

## **SCN ACTIVITIES**

- The SCN shall provide meetings for the discussion of issues of importance to member u3as to explore best practices and to provide updates on national policy. Examples of specific areas of interest to include meetings once a year for:

Chairmen (Twice a year)

Group Coordinators/Liaison Officers

Secretaries

Membership Secretaries

Treasurers

Web Masters/Editors

Publicity/External Liaison

Speaker Secretaries (This is not arranged by the SCN, but by member u3as)

- This role is not intended in any way to interfere with or replace any individual u3a's links with external organisations but to complement it.
- On behalf of the SCN to make and maintain links with external organisations to:
  - a) Raise awareness of the u3a movement.
  - b) Investigate possible subjects for SLPs.
  - c) Investigate possible topics and speakers for Study Days that individual u3a may wish to put on.

#### **ADMINISTRATION OF SCN CHAIR'S MEETINGS AND SCN ACTIVITIES**

- Each SCN meeting/workshop will for the foreseeable future be on zoom.
- Any agenda items for meetings/workshops must be emailed to the Network Administrator 10 days prior to the event and these will be added to a standard agenda and circulated to all member u3as
- For continuity meetings will be chaired by either the Network Manager alone or jointly with the chair of the host u3a.
- Individual u3as shall be encouraged to volunteer to organise an Educational Study Day open to all SCN u3a members. It is anticipated that only one or two SCN study days would be organised per annum. These shall be run on a break-even basis.

#### **FINANCE**

- Special events such as Educational Study days shall be self-financing on a break-even basis and incur a charge to individual members attending.

These Network Guidelines were agreed upon at a Chairs meeting of the South Central Network (SCN) of u3as held at the Springwood Community Centre 12<sup>th</sup> March 2020 and have since been updated 23.06.2022