

Harlow U3A Committee Planning Chart – Updated March 2024

Month	Event	Action for Committee
January	Final review for AGM (Jan 27 th 2025)	Preparation for April Meeting (Social)
February	Membership Renewals due. 1/4	1/4/24 – Membership renewals @ £16.00 in Beacon. New members at 1/4 rate until following year in Feb & March
March	Annual TAT Conference (August) End of Financial Year (31/3) Preparation for membership renewals	Attendance at Annual TAT Conference in August.
April	April Social Complete EoY accounts. Facilitators' Lunch	Complete preparations Review EoY financial statements and deliver to examiner Planning for Facilitators Lunch
May	. Essex Association Meeting Plans for August Meeting	Confirmation who will attend Check ready for Quiz or entertainment in August
June	AGM Facilitators Lunch	To book date for Facilitators Meeting (Confirm Date)
July	Approval of examined Financial Statements. Notice of AGM	Final arrangements for August Quiz or Entertainment
August	Quiz or Entertainment final arrangements	Christmas Social Planning
September	Christmas Social	Committee/Meeting Dates for next 2 years Speakers Dates for next year
October	Presentation of Annual budget forecasts Preparation for AGM (Jan 27 th 2025)	Treasurer – Dues for 2025-26 requirement. To be agreed by the Committee for AGM. Secretary to inform following years meeting dates to venues.
November	Christmas Social prep update	AGM 1 st Notification – 14 days minimum required (for Jan 27 th 2025)
December	Final Details Christmas Social	AGM 2 nd Notification