

High Wycombe and District U3A

Guidelines for Action to be Taken in the Case of Extreme Bad Weather

(General Meetings)

- Chairman to liaise with the Committee about whether the General Meeting should be cancelled and reach a decision.
- Chairman to draft an email cancelling the General Meeting and including important notices which would have been given out at the General Meeting.
- Membership Secretary to send out the email to all members with email.
- Groups Coordinator to send out the email to all Conveners asking them to ensure that members of their groups who may not receive the email are contacted by phone to let them know the General Meeting has been cancelled.
- Speaker Coordinator to cancel the Speaker
- Halls Coordinator to arrange for Leigh Axe (or future Hall Booking Clerk) to put a notice on the door of Lacey Green Village Hall.

Penny Gerrard - Acting Chairman

8 March 2018