

LEICESTER U3A VISITOR POLICY FOR PROSPECTIVE MEMBERS

Prospective members are welcome as visitors at any Leicester U3A monthly meeting, at meetings organised by Leicester U3A open to the public and at meetings of Leicester U3A Interest Group, subject to the agreement of the Group Convenor and the host. There is no limit to the number attending an event, trip or meeting, provided this does not stop a current member attending, interfere with the smooth and safe running of the event or spoil the enjoyment of the event for members. This restriction also applies to members of other u3as. After this they must join as associate members.

Each visitor is limited to attending Leicester U3A events on two occasions only. Any subsequent participation requires enrolment in Leicester U3A. An ongoing record of visits by each visitor is kept by the Membership Secretary.

Names of visitors attending a monthly meeting are recorded by the Membership Secretary. The visitors must pay the visitor's fee as agreed from time to time by the Committee of Leicester U3A. The visitor must comply with the instructions given to them by the officers of Leicester U3A.

Attending a group meeting by a visitor is arranged by the Membership Secretary with agreement of the Convenor and host of the chosen group. If a Group Convenor is contacted direct they must contact the Membership Secretary to check Eligibility.

The cost of the meeting for the visitor is the same amount as that paid by the group's members. Visitors must comply with any relevant instructions given to them by the Group Convenor. Group Convenors shall keep a record of visitors to their group. This must include the name of the person recording the visitor, the name of the visitor and the date of the visit. These records must be passed on to the Group Coordinator **and** the Membership Secretary at the earliest convenience.

This policy is to be reviewed annually.

Adopted by the Committee of Leicester U3A on Tuesday 24th September 2019

Reviewed November 2021

Next review November 2022