

Contingency Planning Template

This template is for Committees to think about contingency planning for their u3a. To think about what the risks might be for the Committee/u3a in terms of contingency planning, e.g. what might happen if someone is taken unwell or is no longer able to volunteer on the Committee or continue with their responsibilities. It also looks at who has responsibility for what across a u3a and recording individual role responsibilities (what they do, how they do it and when if it is an annual process/activity) to identify what contingency plans should be put in place. These contingency plans should then enable the u3a to continue to run effectively.

Some examples have been filled in below to provide ideas about the areas you might want to consider, though it is important you think about your own u3a when completing this as each one is different. You might also want to ask your members what they know, support or help with to keep your u3a running which perhaps isn't part of a formal Committee role, isn't written down, or others might not know about. This could include where equipment for meetings is stored and a check list of items that are needed to set up for a u3a meeting.

These are also some other resources you might find helpful as you and your u3a complete this document:

- u3a Health Check – downloadable on the [u3a advice page](#)
- [Making your Committee Bigger and Better](#) – part of the [Recruitment and Retention Toolkit](#) (there is also an overview document to the Recruitment and Retention Toolkit available to download on the u3a advice page).

This should be a live document that is regularly referred to and updated if roles, responsibilities or those involved change. There is space below to record the dates you initially completed the document, when any updates have been made and when you agree it will next be reviewed.

Date document completed:

Date document updated:

Next review date:

Running your u3a

Concern/risk	Impact	What are the existing mitigations?	Contingency plans
<i>A member of the committee is suddenly taken unwell</i>	<i>Depending on their role this will vary, for example it may impact on having access to databases, financial information and accounting details</i>	<i>For some roles we already have vice positions in place who have the details to be able to access necessary information and are up to date with what has been happening</i>	<i>To look at having vice roles for other Committee positions</i>
<i>A member of the Committee has decided to move away from the area and can no longer be on the Committee</i>	<i>Depending on their role this will vary, however in all cases someone else will need to be recruited to the role to take over.</i>	<i>We could ask a previous Committee member to step back in to the role temporarily if the Constitution allows</i>	<i>To look at having succession plans in place for all key Committee roles e.g. vice/shadowing/deputy roles and rather than waiting until someone wants to step down or their term of office comes to an end</i>

Individual Roles

Role	Areas of responsibility	Who currently does this/supports or has access to relevant information?	Contingency plans
<i>Meetings Coordinator</i>	<i>Setting up the meeting hall for all meeting including bringing the necessary equipment and refreshments</i>	<i>Sarah has a list of what is needed for each meeting to ensure she brings everything that is needed, much of which is stored in her house</i>	<i>Sharing the list with other Committee members and seeing if there is an option to store any equipment at the meeting venue in a locked cupboard</i>
<i>Treasurer</i>	<p><i>Signing cheques</i></p> <p><i>Paying in money to the bank</i></p> <p><i>Bank account management/reporting</i></p> <p><i>Maintaining accounts</i></p>	<p><i>Bob, Barbara and Steph are all signatories on the account</i></p> <p><i>Only Bob has the paying in book</i></p> <p><i>Only Bob can access the account online</i></p> <p><i>The account spreadsheet is kept on Bob's personal laptop</i></p>	<p><i>Ensure signatories are kept up to date</i></p> <p><i>Ensure someone else, perhaps another signatory has the necessary information to be able to pay money into the account</i></p> <p><i>Ensure someone else, has a log in to the online account and there is more than one authorised user for the card reader (if used).</i></p> <p><i>Move the account spreadsheet to a shared location e.g. Dropbox, Google Drive, other online storage where limited people e.g. Chair/signatories can be given access</i></p>

	<p><i>Managing PayPal (if used)</i></p> <p><i>Annual accounts</i></p> <p><i>Ensuring sufficient reserves are maintained</i></p> <p><i>Gift Aid claims</i></p>	<p><i>Bob currently has access to PayPal and manages it</i></p> <p><i>Bob is responsible for pulling these together and circulating them to the Committee</i></p> <p><i>The Chair and Treasurer are responsible for ensuring 6 months of reserves are always maintained</i></p> <p><i>Steph and Bob do this together on an annual basis</i></p>	<p><i>Ensure someone else has access to PayPal and set up as an additional secondary authorised trustee.</i></p> <p><i>Move the account spreadsheet to a shared location and record the steps needed to complete at the end of each financial year</i></p> <p><i>Providing someone else has access to the accounts and are keeping them up to date this can be continued</i></p> <p><i>Ensuring Steph and Bob both have access to the necessary documents and the process for claiming Gift Aid is written down in case anyone else needs to follow it</i></p>
<i>Chair</i>			
<i>Vice-Chair</i>			
<i>Secretary</i>			
<i>Group Leaders</i>			

			<i>Please add in more rows as needed</i>