

Delegates Meeting Programme for 2020

December 2019

Rev. 02

How to determine the best programme, the best content, for Delegates Meetings? Considering we only have 4 meetings (4 opportunities) per year (& 1 of these is reduced due to AGM requirements). We need a logic for selecting a meeting's programme not only for 2020 but for all future years.

We felt that - with ever changing Delegates, importance of key topics, developing technology - that we should actually stick with a only few subjects and keep repeating them every year (or at least regularly). Even when we 'repeat' it won't be exactly the same – there will be updates or other examples. For example: February's meeting should always be 'Effective Communications'; July's meeting should always be 'IT/ Technology'. But what are the 'key topics'?

We need to start from – what is the 'purpose' of the meetings for Delegates? Let's remind ourselves of our Constitution. The key words from the Section 8, 'Aims', are:

- To support the exchange of experience and knowledge.....
- To encourage and support development activities.....
- To provide a forum in which all U3As..... have the opportunity to liaise with each other.....
- To promote effective communications..... about U3A activities.....
- To encourage..... activities that improve the efficiency and effectiveness of U3As.....
- To report regularly to and consult with member U3As.

The above is my selection of the relevant words relevant for Delegates Meetings (so it is open to challenge). But if agreed then it helps give focus to the 'purpose of Delegates Meetings.

The How and The What

We can strip the above down further into the words covering 'mechanisms' (the 'How'):

- To support, To exchange, To encourage and support, To provide a forum, To liaise, To promote, To encourage, To report, To consult.

So holding Delegates Meetings is the solution to above, our chosen delivery mechanism.

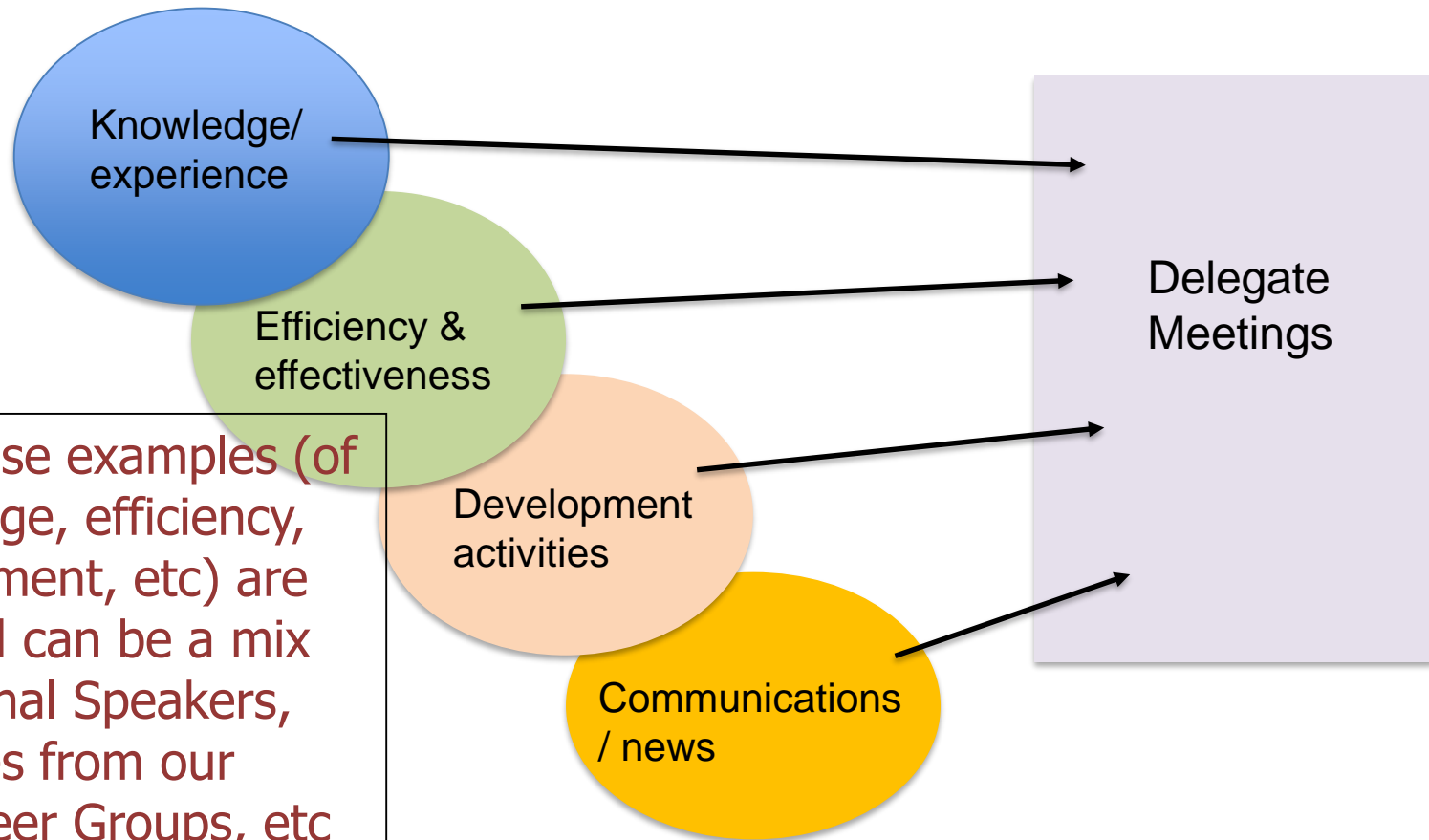
The second set of key words then is the 'What':

- experience and knowledge, development activities, communications, improved efficiency and effectiveness

So these key words should allow us to chose and shape the content we offer at the Delegates Meetings.

The What, the Content

Another way of showing and understanding the above is:

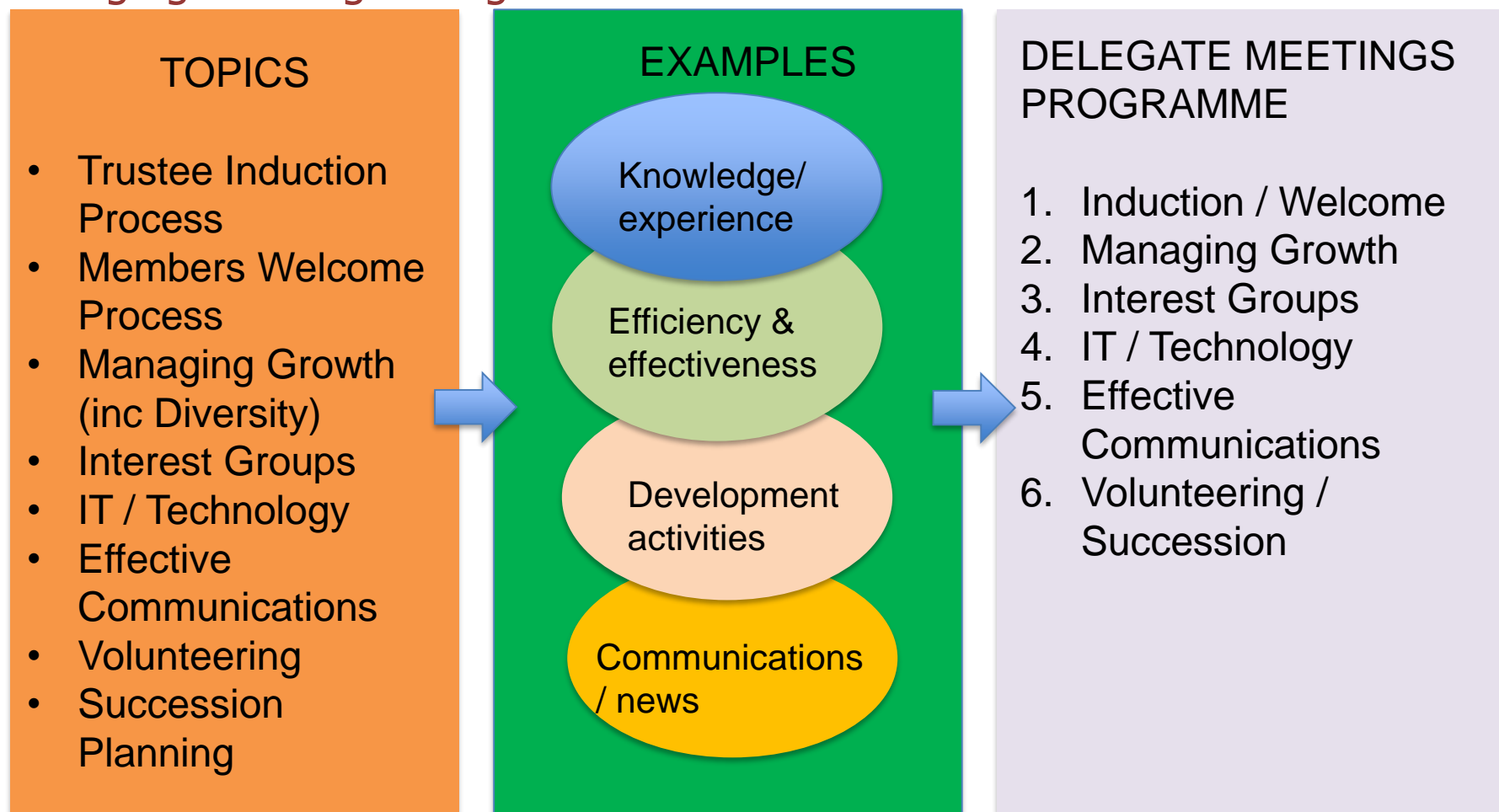


How these examples (of knowledge, efficiency, development, etc) are provided can be a mix of National Speakers, examples from our U3As, Peer Groups, etc

But there still is the question – “What Do They Want To Know?” (or What Do They Need To Know). What are the ‘topics’. The survey and other sources gives us some insight here with repeating themes of:

- Trustee Induction Process
- Members Welcome Process
- Managing Growth (inc Diversity)
- Interest Groups
- IT / Technology
- Effective Communications
- Volunteering
- Succession Planning

Bringing it all together gives us:



DELEGATE MEETINGS PROGRAMME

1. Induction / Welcome
2. Managing Growth
3. Interest Groups
4. IT / Technology
5. Effective Communications
6. Volunteering / Succession

So even with trying to only pick the most important topics, and even with some combining, we still end up with 6 sessions (not the 4 meetings that we currently have).

Can any topics be combined further?

Should we consider holding meetings bi-monthly?

Or we just have a Programme running over a 24 month period?