

## Guidance on the Role of Delegates

The London Region of U3As is a forum for U3As operating within the London Area and exists for the mutual benefit of those U3As and their members.

A Delegate is a representative of a participating U3A at the London Region of U3As.

Ideally a Delegate is an officer or committee member of their U3A. This is not essential, but it is expected that they will serve as an effective two-way channel of communication between their committee, membership, and the London Region of U3As.

The appointment and length of service of a Delegate is the responsibility of their U3A. Ideally Delegates will serve their U3A for a reasonable length of time to provide consistency, but U3As can change Delegates at any time and provide substitutes when a regular Delegate is unavailable.

Delegates are encouraged to take an active part in the London Region of U3As and to help achieve the Aims and Objectives included in the Constitution.

### Meetings

A meeting of the Delegates will be held at least four times a year.

Participation in regional meetings offers a range of opportunities e.g.

- Speak directly to Committee members, Regional Trustee and other Delegates
- Catch up on regional and national news
- Ask questions, make suggestions
- Discuss problems and exchange ideas about best practice
- Discuss priority regional activities
- Listen to guest speakers
- Vote for Regional Trustee and other issues of regional interest

Each U3A in the London Area is entitled to appoint and send up to two named Delegates, but they only have one vote per Participating U3A.

The Agenda for the Delegate Meeting is set by the Executive Committee in advance, and may include suggestions from Delegates, presentations by the Third Age Trust's officers/staff, other U3A members, and external speakers as appropriate. It is also expected to allow time for Delegates to discuss issues relevant to the London Area and Participating U3As.

Delegates may put forward suggestions, problems, ideas etc. with a view to seeking or providing mutual benefit and assistance between Participating U3As and Participating U3As and the Trust.

## Communications

In addition to Minutes of Delegate Meetings and reports directly from those meetings, the London Region of U3As may disseminate via Delegates many items of potential interest to U3As in the London Area and their members.

Sometimes these items will be of interest to the whole U3A membership and some will be more relevant to a U3A's committee. In most cases the sender of these items will ask for them to be circulated to either the membership or the committee, or both as appropriate.

The Delegate is expected to forward items promptly to the membership and/or committee through their U3A's appropriate channels of communication.

Where U3A members or their committee members wish to raise an issue with the wider London Region of U3As, the Delegate is expected to be the conduit for such issues to be raised.

In compliance with General Data Protection Regulations (GDPR) we minimise what data we hold in respect of Delegates and all communications will be via email. If a Delegate does not have their own email they must provide an alternate email address that can be used for communications to and from the London Region of U3As.

