

Committee Communications Calendar

Paper mailings

Previously, business secretaries received a paper mailing from National Office roughly every month, containing a huge range of information and documents, including advice sheets, invoices, events, offers, media opportunities, and more.

To reduce our usage of paper, printing and postage, the National Office will now endeavour to send as much of this information as possible by email. However, some key items will still be sent by post. Please see below for a listing of these items and their approximate month of sending.

January

Notice of AGM

PPL certificate

Insurance cover notes (Public and Products Liability, Equipment, Charity Trustee Indemnity)

February

Direct Mail information pack and statement

March

Third Age Trust annual return

Third Age Trust membership fee invoice

April

Direct Mail invoice

May

PVSL renewal information

AGM information

August

CLA renewal information

Tour Operator insurance cover note

Email newsletter

The email newsletter will be the new hub for all information directly relevant to U3A members. It is sent to all members who sign up at u3a.org.uk/email, and a link to it will also be emailed to secretaries every month. It will include:

- News – national, regional, local
- Subject newsletters
- Events – national, regional, subject, organisational
- Media opportunities
- Offers for members

Going forward

Paper mailings – U3A information

Information directly relevant to your U3A will be sent by post to one address – you will be able to specify which address in the next Annual Return, but for now it will continue to be the ‘Business Secretary’ address we hold on file.

Email updates – U3A information

From time to time, we may need to send items for information to U3As quickly – for example, if an important advice page on the national website is released. This will be carried out by email, alongside the regular email containing a link to the U3A national newsletter. If you, as business secretary of your U3A, do not have an email address, we recommend that you nominate another committee member to receive these updates on your behalf.

Email newsletter

The email newsletter is designed to be useful to both U3A members and committees. We therefore recommend that you and your committee sign up to receive it directly at u3a.org.uk/email. Additionally, we would be grateful if you could publicise this to your membership. Recipients of the newsletter will never have their email addresses disclosed to third parties, and will have the opportunity to unsubscribe at any time they see fit.