

u3a Oldham	Doc.Ref. OLD -010 issue 1
TRUSTEE ACCESS OF INFORMATION	Issue Date DRAFT

This document is to provide new and existing committee members/Trustees with details of how to access information related to the role. The Secretary and other committee members will provide assistance in accessing this information as required and will also be available to answer any related enquiries.

The Charity Commission and the u3a National Office need to be informed of changes to the committee members. The Treasurer and Secretary will update the CC and the NO respectively.

There are 3 main aspects to this

1. Information on the Oldham and District u3a website.
2. How to access Trustee related information on the national u3a website.
3. Charity Commission Requirements

1. Information on the Oldham and District u3a website. Go onto the site, on the Constitution page there is a copy of the current constitution and links to Oldham specific role descriptions, policies and procedures.

On the Members Page there are copies of recent committee meeting minutes.

2. Accessing information on the National Website.

Go onto the UK national website, www.u3a.org.uk. Create an account for yourself, this allows you to view Support for u3as and bookmark downloads and documents on the Support for u3as tab.

Login and click the Support for u3as tab, you get this screen.

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u3a – Support for u3as

As a member u3a, we are here to make sure you have access to the best support, guidance and advice to help you run your u3a, lead your interest groups and connect with each other.

Scroll down and click on the Running your U3A box, you get this screen

u3a – Running Your u3a



Explores governance issues, Trusteeship and organising an AGM.

Scroll down and you see this screen

Explores governance issues, Trusteeship and organising an AGM.

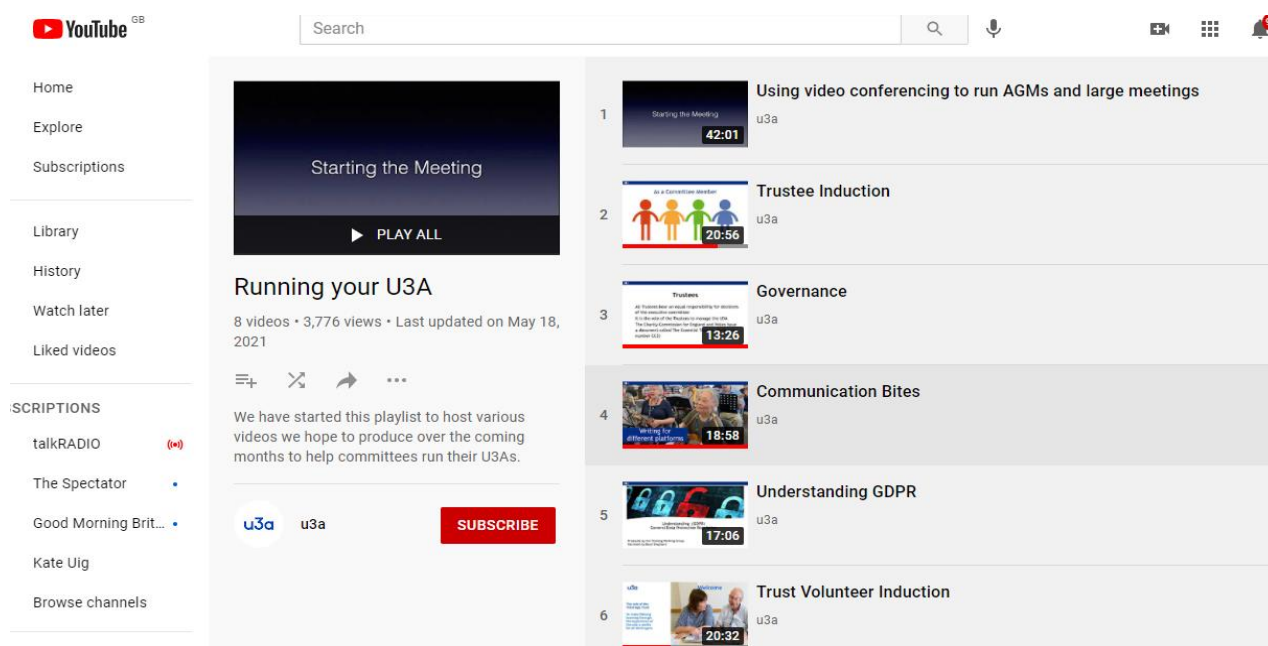
Visit our new playlist, [Running your U3A](#), on the U3A YouTube channel that hosts videos to help run your U3A. The first video tackles Trustee Induction.

Title	Modified Date
Committee Meetings and Minutes - U3A-KMS-DOC-015	01 February 2020
Distribution of Third Age Matters Magazine - U3A-KMS-DOC-010	19 February 2021
Terms of Membership of the Third Age Trust - U3A-KMS-DOC-026	03 February 2020
Trustee Induction - U3A-KMS-DOC-052	01 February 2020
Trustee Responsibilities - U3A-KMS-DOC-031	19 February 2020

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Click on the playlist, Running your U3A and it takes you to this Youtube page.



The second video, Trustee Induction, is a good overview about what being a u3a Committee member/Trustee involves and defines responsibilities etc.

The other videos are useful for more detail of certain areas.

Back on the Running your u3a website page the list of documents show the modified date and are an interesting read on trustee responsibilities. These will be kept up to date by the National Office.

3. Charity Commission Requirements. New committee members need to complete a CC form which is a Declaration of suitability to be a Trustee of Oldham u3a, the Treasurer will ensure this is completed and sent to the CC.