

## **AGM**

**DATE: Monday 21 May 2018**

**VENUE: Pontyclun Community Hall**

**TIME: 13:30**

### **KEY POINTS:**

#### **What is the purpose of an AGM?**

- Gives members the opportunity to hear reports from the committee on the activities and achievements of the U3A over the year;
- To approve the annual accounts;
- To elect committee members/officers as required;
- To approve the constitution or vote on changes to the constitution;
- To consider proposed resolutions;
- To agree a change to the membership fee.

#### **Notice of meeting**

- Notice of the AGM, the agenda and relevant papers will be emailed out to all members at least 21 days before the AGM; (20 April 2018)
- Those members not on email will have their papers posted to them;
- Otherwise paper copies will be available on request only;
- Paper copies will also be available at the AGM.

#### **Electing committee members/officers**

- Any fully paid up member of Pontyclun U3A can stand as a member of the Executive Committee;
- Each nomination for a committee role must be proposed and seconded by a fully paid up member of Pontyclun U3A;
- Nomination forms will be available on website and paper copies at February and March monthly meetings;
- If you would like to join the committee but are not sure about what role you'd like to do you can still serve as a member;
- All nominations to be received by secretary by deadline date of **6 April 2018**

#### **Motions**

- Any member of Pontyclun U3A can propose a motion to be discussed and approved at the AGM;
- Example of a typical motion might be to propose a change to the constitution or a change to the membership fee;
- Any motion must not only be proposed but must be seconded by a member of Pontyclun U3A and submitted to the secretary by **6 April March 2018**

#### **Approving the minutes of previous AGM**

#### **Approving amended Financial clause**

#### **Voting at the AGM**

- If there is to be a contested election for a committee post (more than one proposed and seconded nomination received) it will be by secret ballot;
- Voting on **all** other matters will be done by a show of hands

### **Why join the committee?**

The main principle of the U3A movement is self-help; we all have a part to play in the running and success of Pontyclun U3A. We may feel that we could not lead a group but have an interest how the U3A works. We may not have great computer skills but are keen to talk to others and promote the key principles of U3A. If this sounds like you, why not volunteer to sit on the committee?

In our 'Third Age' we all have skills and areas of expertise that can be invaluable in the running of the U3A. If you have enthusiasm and are interested in U3A, it's well worth giving it a go, as it can be very rewarding.

### **Committee members/officers**

- Our constitution states that we must have a minimum of **5** committee members and no more than **13**. Of those 5 committee members 3 must be officers – Chair, Secretary and Treasurer;
- We can have up to 2 deputy Chairs; the deputy chair/s are also officers
- All other committee members are non- officer members and roles can be decided based on individual member's skills and expertise and needs of the U3A.

### **Terms of appointment of committee members/officer**

- Each term of appointment for officer and non-officer roles is one year from the date of the AGM or until the next AGM;
- The **maximum** length of time any officer/non- officer can remain in any one role is **three consecutive years** – except for the treasurer who can remain in post for 6 consecutive years;
- The maximum amount of time any member can remain on the committee is 9 years.

Any questions please ask Sarah Carmichael or any committee member.

### **Current Executive Committee**

Chris Dickson	Chair
David Pryor	Deputy Chair
Sarah Carmichael	Secretary
Paul Frowen	Group Coordinator
Sheila Gifford	Member
Barbara Hancock	Treasurer
Kath Clarke	Membership Secretary
Margaret Griffiths	Monthly Speaker Organiser
Paul Griffiths	Member
Barbara Porter	Welfare Secretary
Jackie Pryor	Member (meeter/greeter)
Cecil Walker	Member
Lydia Walker	Membership Secretary