

Shepway and District

AGM WEDNESDAY 8 MAY 2024 2.00 pm

Nominations for the Committee

There are vacancies for three of the officer posts – Chair, Treasurer, and Business Secretary – and four vacancies for ordinary Committee members. Those nominated must agree to their name being put forward, and be proposed and seconded. One form per nominee please. All positions are voluntary and unpaid.

Officers – brief summary of main duties

Chair Ultimately responsible for the smooth, effective, and lawful running of the Shepway and District U3A. Liaison with the Third Age Trust and regional and local U3A networks. Works with and chairs the U3A Committee

Treasurer Responsible for the finance of the U3A and for keeping monthly accounts. Produces the annual accounts. Handles the banking.

Business Secretary Prepares agendas and takes minutes of management meetings, and other general meetings. Central office contact.

Ordinary Committee member

Expected to attend monthly committee meetings and assist at members' events, eg coffee mornings. Each committee member accepts specific responsibilities, agreed at the first committee meeting after the AGM.

We are looking for people for the following areas: setting up and managing our groups and sites; ensuring that the process for joining them and being registered runs smoothly; encouraging and coordinating our volunteers and helpers; organising our monthly members meetings; and supporting prospective new members and follow up support'.

To be completed by the person standing for election

Which vacancy are you standing for? (delete as appropriate)

- Chair
- Treasurer
- Business Secretary
- Ordinary committee member

Your name Signature (if returning this by post)

To be completed by the two members proposing and seconding you

Proposed by

Signature (if returning this by post) (Print Name)

Seconded by

Signature (if returning this by post) (Print Name)

The closing date for nominations is 24 April 2024. Return to: The Secretary, 7 St John's Way, Densole, Folkestone CT18 7DW, or email to: u3asecretarysteve@hotmail.co.uk