

## **Stroud u3a Committee Arrangements**

### **Introduction**

Since the 2021 AGM, there have been a number of requests and proposals regarding committee practice and the purpose of this document is to summarise and formalise those thoughts. It should be particularly helpful for any new committee members.

### **Background**

Stroud u3a (Executive) committee generally meets monthly on the Monday before the u3a meeting for that month (which is generally held on a Thursday) but this is not mandatory. There are currently seven members of the committee, and the quorum is 5 (see section 20 of the current constitution). If and whenever a committee meeting is not quorate, that meeting can only continue as a group of acquaintances who can give informal advice. All committee members are also automatically trustees of the Stroud u3a charity.

Current members of Stroud u3a committee are Paul Davenport (Chair), Joan Toon (Vice Chair), Clive Edgington (Secretary), Sylvia Pearse (Treasurer), Simon Wright (IT, Membership and Website), Peter Furtado (Newsletter Editor) & John Tyror (No Specific Responsibilities)

In addition, currently both Jane Harvey (Groups Coordinator) and Paula Ford (New Member Liaison) have standing invitations to committee meetings. Whenever present, they will not have a vote and will not be included in any quorum calculation.

### **Committee Practice**

The Secretary will endeavour to send out the agenda for the next committee meeting a week (7 days) before the meeting by email.

Committee members who wish to raise items for discussion at the next committee meeting will email the Secretary with that request at least 8 days before the meeting.

### **Committee Meeting Records**

From now on, there will be no paper historical committee meeting records. Rather, electronic records will be maintained, and the Chairman's approval will be confirmed by email and the minutes annotated accordingly.

### **Document Management**

This document to be discussed & approved at a committee meeting on 31<sup>st</sup> January 2022. This document will be held by the Secretary with all the other policy files of Stroud u3a. This document to be reviewed whenever the committee changes and as the need arises.

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Date: 15<sup>th</sup> January 2022

1<sup>st</sup> Draft