

SUGGESTED BEREAVEMENT GUIDANCE

Any guidance decision may be subject to variance on a case-by-case basis. Any death is unfortunate and decisions may be dependent upon knowledge of the deceased and promptness of notification of death to the Committee. Final decisions on appropriate action will be made by Chairperson, Webmaster and TUTA News Editor.

Individual who has died. Notes 1 -3.	Chairperson to send commiseration card from Committee. Note 4.	Website (small article). Notes 5-9.	TUTA News (larger article). Notes 5-9.
Current Committee member	Yes	Yes.	Yes.
Ex Committee member.	Treat as ordinary member	Yes.	Yes.
U3a T&D member who is currently a regional representative.	Yes	Yes.	Yes.
U3a T&D member who is an Ex-regional representative.	Treat as ordinary member	Treat as ordinary member	Treat as ordinary member
Current Group Leader	Yes	Yes.	Yes.
Ex Group Leader.	Treat as ordinary member	Treat as ordinary member	Treat as ordinary member
Current member	No (Unless previous Committee member etc)	No (Unless something special about membership)	No. (Unless something special about membership)
Ex member.	No	No	No

Notes:

1. Consideration is to be given to a minute silence at AGMs for those who have died during that year, but without mentioning any names.
2. Articles in our publications are most appropriate for those who die whilst "in service", eg on Committee or a Group Leader. It may be less appropriate to mention ex Committee, ex Group Leader, or general u3a members. It is unlikely to be appropriate to mention past u3a members unless there are special circumstances. However, where possible, the death of a "founder member" of u3a T&D should be accorded suitable respect.
3. The current Committee often will not be aware of an individual's previous Committee/Group Leader/Regional u3a work, or even Group participation. The knowledge of other u3a members may be necessary.
4. Chairperson to send a commiseration card from the Committee to surviving relative/companion, if considered appropriate. Also, to consider whether flowers might occasionally be appropriate for the funeral - often funerals now stipulate family flowers only. Chair person should also decide whether (and who) any Committee member should go to the funeral as a representative.
5. The wishes and permission of the surviving spouse/companion/family should be considered regarding the funeral arrangements and before any notification of death is made on the website or in TUTA News.
6. Notification via our publications (particularly the website) is how most of our membership find out about the death of another member. However, method and timeliness of notification to the Committee of a death often varies. As TUTA News is only published quarterly, the very late publication of an individual's death may not be appropriate.
7. Consideration may be given to a short standard phrase notification of a death for our website. TUTA News articles may be longer but should, where possible, be of similar length/format and not excessive. (There is a possibility of offence being taken if some articles are longer than others).
8. Subject to Webmaster and Editor agreement, articles on our website or in TUTA News are best prepared by the appropriate Group Leader/Group or other member who knew the deceased, with input where appropriate from the Committee or Regional representation.
9. Our publications should not become a list of obituaries.