

Policy on Death of a Member:

Upon receipt of notification of the death of a member the following action should be taken:

- We should establish the relationship, to the deceased, of the person notifying us. Ideally this should be the next of kin of the deceased member, to whom condolences may be sent.
- The u3a member advised should contact the Membership Secretary who will deal with the notification on behalf of Wollaton u3a.
- The Membership Secretary will notify the deceased member's Group Convenor/s who should be encouraged to notify all Group members either by email or telephone. In the absence of a Group Convenor the Interest Group's Coordinator will deal with the notification of Group members.
- Depending how closely Group members know the member they may wish to send condolences to the next of kin, if the next of kin are known.
- Once the Group Convenors are aware of the death then the Membership Secretary will remove their name from the Membership record.
- If, and only if, the deceased Member's next of kin specifically request or authorise, then the death of the Member may be published in the monthly Update/Newsletter.