Christchurch u3a Policies

Reviewed 1st[st] August 2025

A sub-committee appointed by the Management Committee should review the following policies at least every 3 years or when it is deemed necessary to meet operational needs. They provide a summary of key policy issues and should be read in conjunction with the Constitution.

1. Management Committee (Committee) Structure

The Committee will comprise two elements:

- A group of Trustees, with dedicated roles and full voting rights.
- Support Members, appointed by the Trustees, performing dedicated roles who, by invitation, can participate in Committee meetings but who do not have voting rights. Support Members are not members of the Committee.

2. Appointment of Trustees

Prior to accepting a role potential Trustees must satisfy the following requirements:

- Inform themselves of the duties and responsibilities of being a trustee prior to submitting themselves for election to the Committee.
- Have access to, and be able to use a computer, and be conversant with the internet as much of committee business is conducted electronically.
- Make themselves fully aware of the requirements of being a committee member.
- Be familiar with the website content.
- Be able to comply with committee meeting attendance requirements.

3. Appointment of Support Members

Support Members will be appointed by the Trustees and will report to an appropriate Trustee depending on role. Support members will operate in accordance with agreed terms of reference and their tenure is not time limited.

4. Trustee Posts and Elections/Re-Appointment

Trustee posts will normally be held for 3 years; however, the Committee reserve the right to extend the tenure of Trustees if a suitable replacement cannot be

recruited. Ultimately, the operational needs of Christchurch u3a and the need for coherent governance must take precedence.

Elections to the committee will be held according to the Christchurch u3a Constitution.

All Trustees, and committee members, shall be elected at the annual AGM or, if required, at a Special General Meeting (SGM).

All other support post incumbents will be appointed by the Committee.

5. Submission of Charity Commission

All Trustees should submit to the Secretary within 14 days of being elected to the Committee information required by the Charity Commission.

6. Trustee Meeting Attendance

Trustees should inform the Chair if they are unable to comply with the committee meeting requirements, prior to standing for election to the committee. An inability to attend on a regular basis will preclude the appointment as a trustee.

7. Removal of a Trustee or Support Member

If it is the majority view of all Trustees that a member (Trustee or Support Member) is failing in their responsibilities, then the individual will be informed in writing by the Chair to resign their post at a time agreed by the Chair.

8. Committee Handover

A departing Trustee or Support Member should familiarise their replacement with their role and hand over all relevant documents.

9. Confidentiality

Matters discussed at committee meetings are confidential. The committee meeting minutes will be formally agreed at the next meeting and placed on the website.

Members' personal data will remain confidential.

10. Acknowledgement of Bereavement

Notification of death will only be issued at request of the family.

11. Office Key Holders

The Epicentre Manager will keep a list of keyholders requiring regular access to the office. Keyholders may be added to the list at the discretion of the Epicentre Manager. Any keys no longer required should be returned to the Epicentre Manager. Keys will be purchased by u3a.

12. Annual General Meeting and Special General Meetings

Will be held in accordance with the Constitution.

13. Group Leaders' Procedures

Group Leader guidance will be updated and communicated annually by the Group Coordinator.

14. Emails

Emails will relate only to u3a matters.

15. Job descriptions

A job description for each post holder (Trustee and Support Member) is on the website in the All-Members section under Role Descriptions.

16. Coach Visits, Theatre Trips and Group Holidays

The itinerary and the names of those on a visit, including details of emergency contacts, should be emailed to the Office Manager and Chair prior to departure. A copy should be placed in the Coach Visits Folder in the office.

In accordance with GDPR guidelines Trip Organasers are permitted to securely retain contact detail for participants in their activity. Once participants leave the group their details should be removed.

Information held in emails to the Office or Chair and in the Office Visits File should be deleted or shredded one month after the completion of the visit.

17. Advertising

In general, only u3a events will be advertised.

18. Venue Hire

Venues should be the most suitable and at the lowest cost according to the requirements of each Group. Group Leaders should inform the Groups Coordinator and Venue Secretary of any changes to requirements. The Committee will regularly review venue costs and if necessary, implement changes to deliver the most cost-effective solution. Such changes will be agreed with the Group Leader prior to implementation.

19. Purchases

Purchases of more than £30 should not be made without prior approval of the Treasurer.

20. Copyright

Photos posted on the website must not be copied without the approval of the Committee.

21. U3a website cookies

The website will notify users if cookies are in use and ask for permission to proceed.

22. Annual Membership fee

In February of each year the Committee will undertake a financial review for the following academic year with the aim of agreeing the key operational parameters and the annual membership fee. This review will comprise an analysis of current performance along with an assessment of likely future performance and cash flow. This activity will be completed prior to the publication of the Programme and the initiation of the Annual Membership Cycle.

Membership fees will apply to all u3a members without exception.

23. Reserves Policy

It is a requirement of the UK Charity Commission and the Third Age Trust (TAT) that all charities implement a policy for the management of financial reserves.

To meet this requirement the Committee will review, and update, the Reserves

Policy annually after the financial year end when the accounts are presented to the Trustees in preparation for the AGM.

Reserves are meant to cover a range of items including, but not limited to:

- To ensure Christchurch U3A continues even if there is a drop in revenue
- To have money available for emergencies e.g. the need for new premises
- To meet any large, unexpected expenditure
- To bridge cash flow problems
- To support planned transitions in the U3A Operational Model
- To meet outstanding debts if Christchurch U3A ceased to operate.

24. Group Fund Raising

Interest Groups can collect sums of money as the members and the Group Leader deem to be necessary to undertake their activities. The funds of these groups belong to the U3A and must be managed accordingly. The Treasurer will agree what records Group Leaders need to control group financial transactions.

25. Support of Charities

In line with the U3A Third Age Trust Constitution, a U3A cannot raise funds for another charity that does not have a similar charitable objective. Christchurch U3A can make payments to speakers who have indicated that they intend to donate their fee to a specific charity but not direct to their nominated charity.

Any issues relating to intended charity donations must be referred to the Chair.