

A sub-committee appointed by the Management Committee should review the following policies every **three years**. They should be read in conjunction with the constitution.

1. Refund of Membership fees

In acknowledgement of services given to U3A, membership fees of committee members, group leaders and others agreed by the Committee are waived.

2. Potential Committee Members

Must inform themselves of the duties and responsibilities of being a trustee prior to submitting themselves for election to the committee.

Should have access too and be able to use a computer and also be conversant with the internet as much of committee business is conducted electronically.

Should make themselves fully aware of the requirements of being a committee member.

Be familiar with the web site content.

Must be able to comply with the committee meeting attendance requirements - See below.

3. Committee

Posts & Elections

Posts will normally be held for three years.

Elections

Elections to the Committee shall be held according to the constitution.

Committee Posts

Only the Chair will be elected by members at the at the AGM or Special General Meeting, all other committee post will be decided at committee,

4. Submission of Charity Commission and HMR & Customs information

All committee members shall submit to the Hon. Secretary all such Charity Commission and HM Revenue and Custom information that is required to be provided within 14 days of being elected to the committee.

5. Committee Meeting Attendance

(a) Committee members are expected to attend the two sequential committee meetings directly following their election, (or secondment) and at least two out of each three sequential committee meetings.

(b) Committee members shall inform the Chair if they are unable to comply with the committee meeting requirements, prior to standing for election to the committee.

6. Deselecting of a Committee Member

If it is the majority view of all of the committee members that a member is failing in their responsibilities then the committee member shall be informed in writing by the Chair to resign their post at a time agreed by the Chair.

7. Committee hand-over

All committee members are required to make familiar to their in-coming committee member and hand over all document.

8. Confidentiality

(a) Committee confidentiality

Matters discussed at Committee meetings are confidential.

The draft minutes will be formally agreed at the next meeting and placed on the web site

(b) Members' personal data confidentiality.

Members' personal data will remain confidential.

9. Acknowledgement of bereavement

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

10. Office Key Holders

Those requiring regular access to the office may hold their own set of keys which will be purchased by U3A. The Hon Secretary will maintain a list of such members.

Members may be added to the list at the discretion of the Hon Secretary.

Any keys, which are no longer needed, should be returned to the Hon Secretary.

Two sets of keys are also maintained at the Christchurch Tourist Information Office that may be borrowed on production of a membership card.

11. U3A Third Age Matters magazine

This will be posted to each Christchurch U3A household which has specifically requested it.

12. Annual General Meeting and Special General Meetings

These will be held in accordance with our constitution and standing orders.

13. Group Leaders' Meetings

These will normally be held annually and a record will be kept in the archive.

14. Procedures for Group Leaders

These are issued annually to all group leaders.

15. Email distribution

Only messages relating to U3A matters will be sent.

16 Job Description

Each post holder has a job description, which is available in the Roles and Processes document.

17. Coach Visits

The names of those traveling and an itinerary should be left before departure in a folder labeled "Organised Coach Visits" in the office.

18. Advertising

In general only U3A events will be advertised.

19. Venue Hire

Groups should meet in the venue most suitable for their needs at the lowest possible cost. Group leaders should inform the Group Co-ordinator about changes to their requirements.

21 Purchases

No order should be placed for more than £50 without prior approval of the committee. In the case of items to be printed, a signed-off book proof should be obtained.

22. Copyright

Photos posted on our website should not be copied without the approval of Christchurch U3A.

23. U3A web site cookies

Websites hosted within the EU must advise users when cookies are in use. Our website will notify users that cookies are in use and ask their permission to proceed.

24. Vintage Brass Band Agreement

To make sure that all parties understand what will happen now and in the future (bearing in mind that committee members change) the following clearly explains how the Christchurch U3A Vintage Brass account will be autonomous in the manner of expenditure.

- 1 Ray Pickett will be invited to become a committee member and a trustee and will be a signatory for Christchurch U3A Vintage Brass cheques. If Ray Pickett should leave the committee a new signatory (i.e. committee member and trustee) would be appointed who- is both a committee member and a member (preferably a leader) of Vintage Brass.
- 2 The leaders of Vintage Brass have total discretion, without reference to Christchurch U3A committee to spend band funds as required. All funds within the Christchurch U3A Vintage Brass account will be ring fenced for the use of the Vintage Brass Band only. Accounts are to be presented to the Christchurch U3A treasurer annually (year ends to match those of Christchurch U3A) for inclusion in the financial statement at the AGM. Cheques drawn on the U3A Vintage Brass account will require two signatures, one of these to be a trustee. Christchurch U3A will continue to pay for hall hire for band practice.
- 3 The band will continue to be totally responsible for their own fund raising and as such if a time came in the future whereby was no longer part of Christchurch U3A, all assets solely for band use would then become the property of Vintage Brass Band. If the band should cease to exist the members would have the right to disperse the money to a charity of their choice.
4. Vintage Brass has the right to invite fully paid-up members of other U3A groups to become members of and to play with the band with a membership fee which is currently in force.
5. As agreed and recorded in the minutes of the meeting of the 26th February 2008, clause 2, Vintage Brass would continue to have the right to use "strengtheners" as agreed within this clause. The attendance of these to be recorded

6. All advertising for band concerts will be in the name of Christchurch U3A Vintage Brass Band.

The following policies should be reviewed every year by the management committee: Last Reviewed: **September 2015.**

25. Annual Membership fee

The Treasurer will propose and the Committee will then agree the annual membership fee for the coming year at a committee meeting prior to the year end.

26. Reserves

The Charity Commission suggests between 6 and 12 months running costs. This amount is to be reviewed annually when the annual accounts are presented to the Trustees.

The reserve account is to be used:

To ensure that Christchurch U3A continues even if there is a drop in income

To have some money available in case of emergencies such as our need for new premises

To pay for any large unexpected expenditure

To bridge any cash flow problems

To meet the outstanding debts if Christchurch U3A ceases to exist