

# U3A: MOSELEY, KINGS HEATH AND DISTRICT

## SUCCESSION PLANNING POLICY

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### A. RATIONALE

This Policy is written to address the need to continually replenish the Executive Committee with new members, bearing in mind the tenure of committee posts as specified in the MKHD U3A Constitution.

### B. OBJECTIVES

- B.1 To ensure that the MKHD U3A maintains a vibrant and effective leadership.
- B.2 To ensure that there is a regular turnover on the Executive Committee, with new members being brought forward to refresh the Committee.

### C. PROCEDURES/DECISIONS

#### C.1 Members' Rights and Responsibilities

C.1.1 All members are entitled to stand for any Committee post at the AGM.

#### C.2 Involving Members

C.2.1 At least 3 months in advance of the AGM, the membership should be made aware of the specific EC roles for which Committee members are standing down.

C.2.2 Details of the Committee posts should be freely available, specifically on the website, and members encouraged to view them. Existing Committee members will also discuss the roles with members who might be interested in taking them on.

C.2.3 Whenever a member expresses an interest in assisting the Committee, a way should be found, wherever possible, of involving them and assisting them to get to know the Committee.

C.2.4 Members who support the Committee will be invited to an EC meeting as an observer to get to know the members of the Committee and see how it functions. A maximum of one member will be invited to any one EC meeting.

C.2.5 Interested members should be made aware that, although we will encourage them to stand for Committee posts, other members may stand against them, in which case the members at the AGM will decide.

#### C.3 Committee Responsibilities

C.3.1 When the need for a specific role becomes clear after the AGM, the Committee has the right to co-opt a member into that role through until the next AGM. During the year, the Committee will decide whether the role needs to become a permanent Committee role, or whether the co-opted role will cease to exist at the next AGM.

### D. ADDENDUM

D.1 Our U3A can only function if new members come forward to take on Committee posts and to assist the Committee in other roles.

D.2 The more that interested members get to know the Committee, the more likely they are to see it as something they can get involved in. Therefore we will always strive to have a number

of members supporting the Committee.

D.3 Committee members should utilise their membership of different Interest Groups to encourage members of the Groups, or specific members who might be able to play a role, to come forward.

#### **E. MONITORING**

The implementation of this Policy will be monitored by the Executive Committee.

#### **F. REVIEW**

This Policy will be reviewed after three years.

#### **G. DATES**

This Policy was adopted by the Executive Committee on February 23, 2016.

It was placed on the website in February 2016.

Date for Review: February 2019.