

INFORMATION FOR NEW U3A MKHD COMMITTEE MEMBERS

1. MKHD U3A is a registered charity and all Committee members automatically become trustees of the charity. This primarily requires Committee members to act in the interests of the U3A and its charitable objects and purposes and in accordance with legal requirements. Please read the U3A document "Summary of Trustee Duties and Responsibilities".
2. Our reference point is our constitution, which has only minor differences from the national U3A Model Constitution.
3. The role descriptions for Committee members are on our website. Committee members review these annually after the AGM.
4. We have four Officer posts: Chair, Vice Chair, Treasurer and Business Secretary. The maximum tenure on the Committee is nine years. This would be made up of a maximum of 3 years in Non-Officer posts and 6 years in Officer posts (of which it is possible to serve a maximum of 3 consecutive years in any one Officer post other than Treasurer, for which the maximum is 6 consecutive years).
5. We have a small number of policies*, which are also to be found on the website. These are reviewed after three years.
6. Committee meetings are always held at 2pm on the last Tuesday of every month, ie two weeks before the Monthly Meeting.
7. Committee members who are going to miss a meeting may send in their views on an agenda item in advance of the meeting. However, decisions are made by Committee members at the meeting and we do not re-open discussion for several months after the decisions are made.
8. Minutes of EC meetings are edited by the Chair and then circulated. Corrections can be made at the next Committee meeting, after which the approved Minutes are placed on the website.
9. The agenda is agreed after discussions between the Chair and Vice Chair in the week before the EC meeting. All committee members are encouraged to put items on the agenda.
10. For committee meetings to be quorate, we require 3 members to be present. All decisions taken by the committee are valid if 3 or more members are present.
11. Further information can be found in our constitution.

**Current policies are: Policy on Speakers, Monthly Meeting Policy, EC Succession Planning Policy and Social Account Policy*