

**U3A DACORUM
NOMINATION FORM
FOR POTENTIAL MEMBERS OF THE COMMITTEE
effective from 2nd September 2019**



In accordance with the rules of our Constitution, members are hereby notified that the next Annual General Meeting of the U3A Dacorum will be held at the Boxmoor Playhouse, Boxmoor on Monday 2nd September, commencing at 10.30 am.

Committee Members may serve for three two-year terms and must then stand down for at least one year. Honorary Officers (Chair, Vice-Chair, Secretary and Treasurer) must be nominated and elected individually. The minimum number of Committee Members is 5 and the maximum is 12. See the reverse side of this form for further information.

There are five vacancies arising on the Committee. Two officers and two members will have completed six years in office: Tina Howard (Chair), Harvey Collyer (Treasurer), Judy Baldwin and Gill Fountain (Members).

Mike Sapsard (Secretary) will have completed his first two-year term as Secretary and is eligible to be re-elected.

THIS FORM MUST REACH THE SECRETARY BY 5th August 2019 AT THE LATEST.

NOMINEE

(Print)

POST

Chair Vice Chair Treasurer Secretary Member

(Select one or more. Vice Chair is not vacant, unless Laura Rouse becomes Chair.)

PROPOSED BY

(Print)

SECONDED BY

(Print)

All must be current members of U3A Dacorum, and not on the committee of another U3A. I will, if elected, serve on the Committee of U3A Dacorum for a period of two years subject to the rules and conditions of the Constitution.

SIGNED

DATE

***This form, when fully completed, must be received by the Secretary,
Mike Sapsard, Hemel Hempstead, 9 Green Dell Way, HP3 8PX
No later than 5th August 2019***

U3A Dacorum Overview

U3A Dacorum is a charity registered with the Charity Commission as charity 1012612. As such, it has to obey the rules of the Charity Commission and have a constitution and a governing committee. The people voted onto the committee at Annual General Meetings (AGMs) are known as trustees. These trustees have shared responsibility for all aspects of the way the U3A is run. All have equal voting rights, and nobody has the right to make 'executive' decisions. However, should there be deadlock, the Chair has an extra 'casting' vote.

Trustees may serve three two-year terms and must then step down for at least a year. There are also other committee members – helpers – who are not trustees and do not have voting rights, but who perform various tasks and are co-opted by the committee.

The trustees, together, make the longer term decisions about the way the U3A is organised and run. They meet about ten times a year, usually on the Friday before each monthly meeting. Depending on the subject matter, and their role, the helpers may or may not attend the committee meetings, which are open to all U3A Dacorum members.

There are two types of trustee: Officers, sometimes called 'honorary', and Members.

The officers are the Chair, Vice-Chair, Treasurer and Secretary, who have specific (traditional) responsibilities. The Chair is the figure-head and runs the committee and monthly meetings; The Vice-Chair assists and steps in as required; The Treasurer keeps the finances and books; The Secretary ensures meetings are correctly recorded, that the voting at the AGM is done correctly and makes annual returns to the Charity Commission.

Not all tasks performed by the committee have to be done by trustees, although many of them are. The main roles, necessary to run the U3A, which can be seen in any copy of the Digest are:

- Chair (Stepping down after 6 years)
- Vice-Chair (Eligible for election to Chair)
- Treasurer (Stepping down after 6 years)
- Secretary (Eligible for re-election having completed 2 years)
- Group Liaison Officer
- Membership Secretary (Stepping down after 6 years)
- Hall Bookings Secretary (Stepping down after 6 years)
- Speaker Secretary
- Equipment Manager
- Digest Editor
- Accessibility Officer
- Refreshment Coordinator
- Webmaster and database developer (Helper member)
- Minutes Secretary (Helper member)
- New Members Liaison (Helper member)

At the time of writing (May 2019) there is an understudy for the Treasurer post currently receiving on-the-job training. However, all of the posts becoming vacant are open to anyone. If you are interested in joining the committee or have a particular interest in any role, please contact one of the committee members.