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1. Document Purpose

The purpose of this document is to clarify what the Stroud u3a Executive Committee does and how it operates. From this point, in this document, Stroud u3a Executive Committee will be referred to simply as the Committee.

2. What does the Committee Do?

The committee as a body, is responsible for managing all aspects of Stroud u3a in terms of its organisation and also its charitable status. Stroud u3a is registered as an independent charity (1030673) with the UK Charity Commission. Once elected, all officers and committee members automatically become trustees of the charity

Committee members are expected to act in the best interests of:

Members of Stroud u3a
The National UK u3a Movement

3. Who sits on the Committee?

Executive Officers – Chair, Vice Chair, Secretary, Treasurer

Committee Members – All Executive Officers and Committee Members will have been elected at the previous AGM of Stroud u3a

Non-Executive Officers who have specific roles (eg. Newsletter Editor) may also sit on the committee if they have been elected at the previous AGM.

The committee may also co-opt two more (unelected) members to the committee.

What is discussed in committee meetings should always be treated as confidential.

4. How are Committee Meetings Organised?

Stroud u3a committee generally meets monthly (the Constitution stipulates a minimum of 4 meetings per calendar year) on the Monday before the date of the u3a meeting for that month – u3a meetings themselves are generally held on the first Thursday of the month.

To check when a particular committee meeting is to be held, please contact the Secretary of Stroud u3a at secretary@stroudu3a.org.uk

Committee meetings will generally be chaired by the Stroud u3a Chair if present and by the Stroud u3a Vice Chair if not. If neither the Chair nor Vice Chair is present, a temporary chair for that meeting will be elected.

The Stroud u3a Secretary will record the output from the meeting. In his/her absence, a vote must be taken to decide who will record the meeting.

A record of the meeting will be sent to all committee members within one week of the meeting. That meeting record will be approved at the following committee meeting. Approved meeting records will be stored by the Secretary and made available to members on request, if there are **no** confidentiality issues. If there **are** confidentiality issues, the Chair and Secretary should decide how that should be handled and communicated to the member who requested visibility.

5. Committee Meeting Quorum

The quorum shall be two or the number nearest to two-thirds of the total number of trustees, **whichever is the greater** - or such larger number as may be decided from time to time by the committee. (Constitution section 20 (7)).

6. Committee Interfaces with Other Bodies

The Third Age Trust is a national UK advisory body which advises Stroud u3a and over 1000 other UK u3as. There is also an intermediary body known as the Cotswold Link which has responsibility for u3as in Gloucestershire, Herefordshire and Worcestershire. The existence of the Third Age Trust and the Cotswold Link organisations do not in any way prejudice the independence of Stroud u3a

Within Stroud u3a, another important group that meets at least annually is the Group Coordinator meeting which brings together representatives of the activity groups to give direction and advice to the Executive Committee.

7. Document Library and Document Control

This document is part of a document library, that is currently being created within Stroud u3a.

Reference copies will be made available on the Stroud u3a website:
stroudu3a.org.uk

Paper copies of all Stroud u3a approved documents will also be available on request from the Secretary at secretary@stroudu3a.org.uk.