Organisation of U3A Malvern

Committee

The committee is to consist of the Chair, Secretary, Treasurer and up to nine other members.
Responsibilities are allocated, tasks are spread and shared, and specific responsibilities can be deputised.
Monthly committee meetings to be held on the fourth Friday of the month except for November and December.

Annual General Meeting

AGM is to be held in May commencing in 2021. 2020 AGM will be in September.
Reports from the Chair, Treasurer and other reports are presented to the committee two weeks prior to the AGM.
The financial year to finish 31 March.
Nominations for all committee positions are called for in advance but can be accepted from the floor at the meeting.
Forms for nominations will be available.

Monthly Meetings

To be held at the Darfield Baptist Church on the second Friday of the month except December and January.
Invited speakers will give a lecture/talk on various topics.
Meetings will commence at 10 am with time for morning tea.
The meeting format will be morning tea and mix and mingle until 10.20 am. Then reports and any general business until 10.30 am. Speaker until 11.15 am and question time, thanks to speaker and wind up with the meeting closing at 11.30 am.
Last meeting for the year will be in November.
First meeting for the year will be the second Friday in February.

Special Interest/Study Groups

The formation of groups wishing to study special topics will be encouraged.
A leader coordinates each group which meets at times and venues suitable to their members.
Any additional costs are met by members of these groups

Funding

This is by an annual subscription from all members.
There may also be funding from donations.
Casual visitors to monthly meetings will be asked for a koha.
The annual subscription will cover venue hire, morning tea items, honorarium for the speaker, levy to U3A Network Canterbury if required plus incidentals.
U3A Network Canterbury Seeding Grant of $1000 to be repaid when funds available.

3 September 2020