

New Mills and District U3A

Committee Calendar

What	When	Who	Notes
Every Month			
Committee Meeting	First Tuesday morning	Committee	Ascertain: Information table manning; 'Vote of Thanks'; coffee morning attendees
Publish minutes	After meeting	Chair	Sign last month's minutes; add to public Minutes Folder; archive 12 month old minutes
Prepare minutes	After meeting	Minutes Sec	
Circulate minutes		Chair	Proof read; correct; circulate to committee
Notices		Chair	Prepare for monthly meeting
Monthly Meeting Refreshments		Refreshments Organiser	Ensure sufficient cups, coffee, tea, sugar, biscuits. Buy milk. Confirm refreshment makers.
Confirm Speaker		Speaker Arranger	
Monthly Meeting	Third Tuesday morning	All	September usually part of New Mills Community Festival and Groups Event; November AGM; December informal
Pay Speaker	At monthly meeting	SpeakArr, Treasurer	
Write to thank Speaker	After monthly meeting	Speaker Arranger	
Third Age Trust Mailing		Secretary	Report to committee and monthly meetings
Coffee Morning Supplies		Committee member	Ensure sufficient coffee, tea, sugar, biscuits. Buy milk
Coffee Morning	Last Tuesday morning	Committee rota	Person with key arrive at 10am
Committee meeting Agenda	End of month	Chair	Prepare; Circulate to committee. Apologies to Chair
January			
Membership Fee	Committee meeting	Treasurer, Committee	Decide Membership Fee and reduced fee for late joiners
Membership Renewals	Committee meeting	Treasurer, MemberSec	Start planning
Equipment List	Committee meeting	Committee	Review. Chair to circulate before meeting
Insurance Cover Note		Secretary, Treasurer	Should have been received from Third Age Trust

Financial Report		Treasurer	Submit to Charity Commission
February			
Membership Renewals	Committee meeting	Treasurer, MemberSec	Continue planning
Group Leaders' Meeting	Committee meeting	Groups Coordinator, Committee	Start planning for April: agree date; book room; invite Group Leaders
Derbs Network Meeting		External Liaison person	
Membership Renewal Forms	Coffee morning	Treasurer, MemberSec, Committee	Put in envelopes. Treasurer post out forms.
March			
Group Leaders' Meeting Agenda	Committee meeting	GroupsCoord, Committee	Continue planning
Membership Renewals	Committee meeting	Treasurer, MemberSec	Plan organisation at monthly meeting
Membership Renewals	Monthly Meeting	Treasurer, MemberSec, Committee	Process payments (and in April)
Pennine Link Meeting		External Liaison Person	
Membership Form		Treasurer Web Team	Update dates and fee for current year
April			
Group Leaders' Meeting		GroupsCoord, Committee	
Activity Groups List		Groups Coordinator	Distribute to committee and group leaders
May			
Membership Renewals	Committee meeting	MemberSec, Treasurer	Report progress (and in June, July)
June			
September Groups Event	Committee meeting	GroupsCoord, Committee	Start planning. Invite Group Leaders
Committee Vacancies	Committee meeting	Committee	Determine who will restand and possible vacancies
Coffee morning room bookings		Secretary	Book July to November inclusive
Committee room bookings		Secretary	Book August to December inclusive
Derbs Network Meeting		External Liaison Person	
July			

AGM planning	Committee meeting	Committee	Continue considering vacancies
AGM advance notice		Chair	For Summer Newsletter
September Groups Event	Committee meeting	GroupsCoord, Committee	Continue planning
Pay Copyright Licence		Treasurer	Due 31 July
August			
September Groups Event	Committee meeting	GroupsCoord, Committee	Continue planning
September			
September Groups Event	Committee meeting	GroupsCoord, Committee	Final plans
AGM planning	Committee meeting	Committee	
December Meeting	Committee meeting	Committee	Start planning
Layout for September meeting		GroupsCoord or Secretary	Inform Town Hall
Membership Audit		MemberSec, GroupsCoord,	Forms due at end September. Remind Group Leaders
AGM Formal Notice		Secretary	Prepare.
Nomination Forms for AGM		Secretary	Prepare
September Groups Event	Monthly Meeting	GroupsCoord, Committee	
October			
AGM Planning	Committee meeting	Committee	
December Meeting	Committee meeting	Committee	Continue planning
Membership Audit		MemberSec GroupsCoord Treasurer	Report progress at committee meeting (and in November)
Finance Reviewer		Treasurer	Appoint
Publish AGM Formal Notice		Secretary (Request to Web Team)	Put AGM formal notice, nomination forms and minutes of last AGM on Website. (website@newmillsu3a.org.uk)
AGM Notice	Monthly meeting	Secretary	On Information Table with nomination forms
Derbs Network Meeting		External Liaison person	
Activity Groups List		Groups Coordinator	Distribute to committee and group leaders

November			
AGM planning	Committee meeting	Committee	Order cakes
December Meeting	Committee meeting	Committee	Continue planning. Order mince pies
AGM Agenda		Chair	Prepare. Print 100: Single page, last minutes on back
Financial Report		Treasurer	Print 100 copies
Chair's Report		Chair	Prepare
Nominations		Secretary	For voting at AGM
AGM	Monthly meeting	All	
New Committee		Chair or Secretary	Update list on Website
December			
Copy of Constitution	Committee meeting	Secretary	For new committee members
HMRC Fit and Proper Person Forms	Committee meeting	Secretary	Give to new committee members. Retain in sealed envelopes
Trustee implications	Committee meeting	Chair	Tell new committee members about being trustees
Cheque Signatories	Committee meeting	Treasurer	Changes may be needed
December Meeting	Committee meeting	Committee	Final planning
Layout for December Meeting		Secretary	Inform Town Hall
New Committee	Monthly Meeting	Chair	Introduce
Committee Contact Details		Secretary	Circulate round committee
Update Charity Commission Trustee details		Chair or Secretary	Remove retired trustees. Change Chair if necessary. Add details for new trustees (full name (including title), address (including postcode); date of birth). After CC website updated (usually next day), update opencharities.org
Update HMRC Trustee details		Treasurer	
Thank Reviewer of Finances		Secretary	Write letter

Town Hall bookings		Secretary	Confirm for next year
Coffee morning room bookings		Secretary	Book January to June inclusive.
Committee room bookings		Secretary	Book January to July inclusive.
December Meeting thanks	After monthly meeting	Secretary	Write to thank providers of quizzes, etc
Newsletters: Spring (March), Summer (August), Autumn (December)			
Advertise for Articles	Two months before	Chair, GroupsCoord	Website and to Group Leaders
Produce Newsletter	Previous month	Newsletter Editor	
Write Chair Column	Previous month	Chair	
Electronic Newsletter		Member of Web Team	Put Newsletter on Website. Send link to email recipients
Paper Newsletter	Monthly Meeting		Distribute. Post any not collected

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