

New Mills and District U3A Committee Calendar

Revised Oct 2018

Every Month

COMMITTEE MEETING (1st Tuesday of the month)

Attendees:- All Officers and Committee Members

At Meeting

Chair a) receive reports from officers

b) sign last month's minutes/add to Public Minutes Folder / archive 12 month old minutes

c) prepare for future meetings

i) General/Speaker meetings ascertain Information Table manning/liaise with Refreshment Organiser re supplies and Refreshment Helpers required/ascertain notices required

ii) Coffee morning ascertain keyholder and supporting committee members

Secretary report re Third Age Trust mailing

Speaker Arranger confirm speaker requirements and fee

After Meeting

Minutes Secretary – prepare minutes

Chair - Proof read and correct minutes and circulate to committee members

End of each month

Chair – Prepare Agenda for next committee meeting and circulate to committee members

MONTHLY GENERAL/SPEAKER MEETING (3rd Tuesday of the month)

Attendees - All Officers and Committee Members

At Meeting – Speaker Arranger/Treasurer – pay speaker

After Meeting – Speaker Arranger to write to thank Speaker

COFFEE MORNING (Last Tuesday of the month except December)

Chair (or person with key)

Ensure sufficient supplies (coffee/tea/sugar/biscuits)

Buy milk

Arrive at 10 am

January

Committee meeting	Treasurer committee	Membership fee	Decide membership fee for next year and reduced fee for late joiners
Committee meeting	Treasurer Membership Secretary	Membership renewals	Start Planning
Committee meeting	Committee	Equipment list	Review. (Chair to circulate before meeting)
	Secretary Treasurer	Insurance cover note	Check this has been received from Third Age Trust
	Treasurer	Financial report	Submit to Charity Commission
	Secretary/ Groups Coordinator	New Mills Festival	Check towards month end for New Mills Festival entries at www.newmillsfestival.co.uk

February

Committee meeting	Membership renewals	Treasurer, Membership Sec	Report on planning
Committee meeting	Committee and Groups Coordinator	Group Leaders meeting	Start planning, agree date, book room, invite Group Leaders
Committee meeting		Derbyshire Network meeting	Appoint external liaison person to attend if appropriate
Coffee morning	Committee/ Treasurer/ Membership Secretary	Membership renewal forms	Put in envelopes. Treasurer post out forms

March

Committee meeting	Committee/ Groups Coordinator	Group Leaders meeting	Prepare agenda and establish who will attend
Committee meeting	Committee/ Treasurer/ Membership Secretary	Membership Renewals	Plan organisation and processing of payments for March and subsequent monthly meetings and coffee mornings
Committee Meeting	Committee	Pennine Link Meeting	Establish who will attend
	Treasurer/ Web team	Membership renewals	Update dates and fee for current year on the Website
	Secretary	Committee room bookings A.E.C.	Book April to August inclusive

April			
After Group Leaders meeting	Groups Coordinator and Web Team	Activity Groups List	Distribute to committee and Group Leaders and update on the Website
May			
Committee meeting	Treasurer/ Membership Secretary	Membership Renewals	Report progress
June			
Committee Meeting	Treasurer/ Membership Secretary	Membership Renewals	Report progress (and in July)
July			
Committee meeting	Committee/ Groups Coordinator	September Groups Event	Start planning – invite Group Leaders
	Treasurer	Pay Copyright Licence	Due 31 st July
	Secretary	AGM Advance Notice	Prepare for Summer newsletter
	Secretary	Committee room bookings A.E.C.	Book Aug to Dec inclusive
August			
Committee meeting	Groups Coordinato/ Committee	September Groups Event	Continue planning
Committee meeting	Committee	AGM planning – Officer and committee vacancies	Start planning. Determine possible vacancies and who will re-stand.
	Groups Coordinator /Membership Secretary	Membership audit	Forms due at the end of September – remind Group Leaders

September

Sept groups display meeting	NB ALL Committee Members and Groups' Coordinator to attend the September Groups Display Meeting		
Committee meeting	Committee/ Groups Coordinator	Sept Groups Display Event	Final plans
	Groups' Coordinator or Secretary	Display layout for Sept Groups Event	Inform Town hall
	Secretary	AGM planning	Prepare AGM formal notice and nomination forms to publish on website plus paper copies for Information table at October General Meeting.

October

Committee meeting	Committee	AGM planning	Continue planning. Arrange refreshments.
	Secretary/ web team	AGM formal notice	a)AGM formal notice and b)nomination forms put on website <i>website@newmillsu3a.org.uk</i>
	Secretary	AGM formal notice	Ensure paper copies of formal notice of AGM and nomination forms are ready to put on information table at October Speaker Meeting.
	Treasurer	Auditor	Appoint auditor and liaise with him re audit of year end accounts.
	Groups Coordinator	Activity Groups List	Distribute to Committee and Group Leaders

November

AGM	NB ALL Officers and Committee Members to attend AGM Meeting		
Committee meeting	Committee and Officers	Final AGM planning	<u>Secretary</u> Report on nominations and prepare for voting at AGM <u>Chair</u> - prepare agenda and arrange printing of agenda and last year's minutes for meeting. <u>Treasurer</u> – Prepare Financial Report and arrange for printing of copies for meeting. Prepare Chair's report.
At AGM	Chair	Introductions	Introduce officers and committee to members

after elections			present
After AGM	Secretary	Website	Request Web Team to update list of officers and committee on website
December			
Committee meeting	Chair	Introductions	Introduce new (Officers and) Committee
	Secretary	Post-AGM paperwork	Give copy of Constitution and HMRC fit and proper persons form to new committee members (once latter form completed and returned retain in sealed envelope. Destroy forms of anyone who has left the committee)
	Chair		Tell new committee members about trustee implications
	Treasurer		Establish whether new cheque signatories are required
	Secretary	Committee contact details	Circulate to all Officers and Committee Members (having obtained contact details of new committee members from nomination forms)
After completed HMRC form received from new members	Secretary	Update Charity Commission re Trustee Details	Remove retired trustees. Change officers if necessary. Add details of new trustees (name {incl title}, address, postcode, date of birth).
	Treasurer	HMRC	Update re new Trustee details
	Secretary	Thank Auditor	Write letter of thanks
Committee Meeting	Committee	December Xmas Party	Final planning including layout/order mince pies/arrangements for quiz and raffle prizes. Appoint person to give thanks to Quiz Master
After December Committee Meeting	Secretary	Layout for December Meeting	Inform Town Hall
After Dec committee meeting	Secretary	Town Hall Bookings	Confirm for next year
	Secretary	Coffee morning room bookings (Prov URC Mellor Rd)	Book for next year Jan - <u>Nov</u>
	Secretary	Committee room bookings AEC	Book for next term

At end of Dec Xmas Party	Person Appointed	Thanks	Verbal vote of thanks to Quiz Master etc.
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Room Bookings

Committee room - Adult Education Centre	Secretary	Termly - Dec/April and July – book for next term
Monthly Meetings - New Mills Town Hall	Secretary	Annually - Book in Dec for next calendar year
Coffee morning - Providence United Reformed Church, Mellor Road	Secretary	Annually - Book in Dec for Jan - Nov NB - no coffee morning in Dec

Newsletters			
Spring Summer Winter			
At the 2 monthly meetings prior to publication	Chair/ Groups Co-ordinator	Advertise for articles	Notice at each monthly meeting E-mail to Group Leaders
During month prior to publication	Chair	Write Chair Column	
Copy for newsletter to be with Newsletter Editor by end of month prior to publication			
After publication	Member of web team	Electronic Newsletter	Put newsletter on website. Send link to e-mail recipients
Monthly meeting following publication	Appointed person	Paper Newsletter	Distribute at monthly meeting then post any uncollected copies.