

## New Mills and District U3A

### Committee Document List

Document	Held By	Notes
Certificate of Membership of Third Age Trust	Chair	
Certificate of Membership of High Peak CVS	Chair	
Constitution	Chair, Secretary	
Committee Meeting minutes	Chair, Minutes Secretary	Public file of 12 months on Information Table at Monthly Meetings
Financial Reports	Treasurer	
Insurance Cover Notes	Treasurer, TAT website	
Copyright Licence	Treasurer	
PPL Licence	Treasurer	Phonographic Performance
Charity Commission access details	Chair, Secretary, Treasurer	
HMRC Fit and Proper Person Form	Secretary	Completed forms held in sealed envelopes. Shredded when trustees retire.
Committee Calendar	Chair, Website	
Committee Document List	Chair, Website	
Equipment List	Chair, Website in Group Leader's pack	
Publication Guidelines	Chair, WebMaster	Final version 2012-10-02
Website Publication Policy	Website	
Use of U3A Logo	Chair	Final Version 2012-02-09
Accessibility Guidelines	Chair, Website	Chair also has minutes of 2014 Disability Sub-Committee
Sample Letterhead	Chair, Secretary, Treasurer	
Role Descriptions	Chair, Website	
Almoner's Reports	Chair	
Accident Reports	Chair	Blank form in Group Leaders' pack
AGM Notice	Secretary	
Committee Nomination Forms	Secretary	
Minutes of AGMs	Chair	
Membership Database	Membership Secretary, Treasurer	Confidential, subject to Data Protection
Members' email addresses	Member of web team responsible for sending out email newsletters	

Membership Form	Membership Secretary, Treasurer, website	
Membership Renewal Form	Membership Secretary, Treasurer	
New Member's Pack	Membership Secretary	
Activity Groups List	Groups Coordinator	
Group Leaders' Pack	Groups Coordinator, Website	
Reports of Group Leaders' Meetings	Chair, Groups Coordinator	
Members Returns Forms	Group Leaders' pack	For annual membership audit
Group Attendance Form	Group Leaders' pack	
Group Contributions Form	Group Leaders' pack	
Insurance Disclaimer Form	Group Leaders' pack	
Groups Schedule	Groups Coordinator, Group Leaders' pack, Website	
Newsletters	Newsletter Editor; Website (from July 2014)	
Speakers	Speaker Arranger	List of previous speakers (current year on website)
History Information	Chair	
2010 membership survey report	Chair	
Third Age Trust mailings	Secretary, TAT website	
Third Age Trust Advice Sheets	Chair, TAT website	
Third Age Trust Discussion Papers	Chair, TAT website	
Insurance Advice	Chair, TAT website	
Pennine Link Minutes	External Liaison person	
Derbyshire Network minutes	External Liaison person, Derbyshire Network website	

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