

Date: 5 April 2018

Your ref:

My ref:

Dear Member of Mill Hill U3A,

## OUR 2018 ANNUAL GENERAL MEETING (AGM)

We shall be holding our 2<sup>nd</sup> AGM on Thursday 17<sup>th</sup> May 2018, immediately before the invited Speaker; we will try to keep it short to move quickly to the Speaker.

Accompanying this letter you will find an Agenda for the AGM and papers concerning the appointment of an Executive Committee to oversee the running of the U3A for another year. The current Committee must retire at each AGM and you, the Membership, have a right to be nominated for a position on it; retiring Committee members may stand for re-appointment.

The current Committee positions and vacancies are indicated in the 'Invitation to Nominate ...' document. Descriptions of the duties involved and some of the aptitudes we believe are appropriate are also provided for those of you who wish to be nominated. Be aware that Committee members are also Trustees of the Mill Hill U3A Registered Charity; Trustees carry certain legal responsibilities.

**PLEASE READ: Most of the current Executive Committee, while willing to serve a 3<sup>rd</sup> term to May 2019, have indicated that they will not be continuing beyond that date. Therefore, I urge you to consider filling the vacancies indicated, to learn about the workings of the EC and how to keep MHU3A running. THERE IS A VERY REAL DANGER THAT UNLESS PEOPLE COME FORWARD, YOUR U3A WILL CEASE TO OPERATE IN 2019-20!**

I also enclose a Nomination Form that I think is self-explanatory. Please note that nominations must be returned to me by **Monday, 23<sup>rd</sup> April 2018**.

Also note that, in the event that two or more names are submitted for the same position, a secret ballot must take place among the Membership and I will arrange this, if required, using our online voting system (for those ~30 members without computer facilities, a paper ballot form will be sent). The result of any such vote will be announced at the AGM and Members asked to approve, by a show of hands, the entire new Committee for the coming year.

I am NOT enclosing copies of our Annual Accounts for 2017-18, the proposed Budget for 2018-19 and the Trustees Report for 2017-18. These will be made available to you via an emailed notice and link to the documents on our website (those without email will be sent a

paper copy). At the AGM our Treasurer will briefly summarise the Accounts and answer any questions before calling for a vote for acceptance by a show of hands.

You will see from the Agenda that Members may propose changes to the running of Mill Hill U3A. To do so you must make a Resolution and send it in writing to The Secretary in good time for the AGM. Acceptance of a Resolution must be by a majority showing of hands at the Meeting. Please send any proposals to the address shown on the Invitation to Nominate document.

Finally, may I make an appeal to you all: please come to the AGM. Our constitution has been amended to reduce the required quorum from 20 to 10% but we should still like to see as many of you as possible.

If you have any questions about this letter, please contact me as shown below.

Yours faithfully,



Richard Driscoll,  
Secretary, MHU3A.  
E: rdmhu3a@outlook.com

Additional documents:

1. Agenda
2. Invitation to Nominate ....
3. Nomination Form

## NOTICE OF ANNUAL GENERAL MEETING

14.00 HRS. THURSDAY 17 MAY 2018

HARTLEY HALL, FLOWER LANE.

### AGENDA:

1. Welcome from the Chair & Apologies for absence.
2. Chairman's Report.
3. Treasurer's Report (Accounts, Budget & Trustees' Report available on website).
  - a) Approval of examined accounts (show of hands).
  - b) Approval of the appointment of Baginsky Cohen, Ch. Accountants, as Examiner of the accounts (show of hands).
4. Nomination & Election of the Executive Committee for 2018-19.
5. Consideration of any Resolutions from the Membership.





## INVITATION TO NOMINATE FOR MEMBERSHIP OF MILL HILL U3A EXECUTIVE COMMITTEE (EC)

1. Under the Constitution of the Mill Hill U3A all Executive Committee members retire each year at the time of the AGM. Positions are then open for the nomination of existing or new EC members. ALL members of Mill Hill U3A are eligible for nomination. However, any Member who is on the Executive Committee of another U3A is not eligible
2. Enclosed is a list of the retiring members, their positions and their duties. Also indicated are those positions on the EC that are vacant and seeking a nomination.
3. If you wish to be considered for any of these positions, please complete the enclosed Nomination Form and RETURN IT TO THE ADDRESS SHOWN ON THE FORM by **Monday, 23<sup>rd</sup> April 2018**.
4. If more than one candidate is nominated for a position there shall be a secret vote of the Membership, with the result announced at the AGM; you will be notified separately in this event. This secret vote will be conducted by email enabling an e-vote on our website, except for those members without email who will receive a paper ballot form.
5. The resulting EC will be approved in toto at the AGM by a show of hands, provided that the Meeting is quorate<sup>1</sup>.
6. Please be aware that EC Members are Trustees of the Mill Hill U3A Charity (Reg. Charity No. 1170622). Trustees of charities have legally binding responsibilities. Please contact the Secretary (email: [rdmhu3a@outlook.com](mailto:rdmhu3a@outlook.com)) if you wish to see these responsibilities before agreeing to your name going forward.

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<sup>1</sup> A quorum of 10% of the Membership (i.e. ~85) is currently required to be present.

## COMMITTEE MEMBERS, POSITIONS AND DUTIES

<i>Committee role<sup>2,3</sup></i>	<i>Retiring Member</i>	<i>Insert photo here</i>	<i>Standing for re-appointment</i>
<b>Chairman</b>	Gill Simon		YES
<b>Vice-Chairman</b>	VACANCY		
<b>Treasurer</b>	Sidney Baginsky		YES
<b>Secretary</b>	Richard Driscoll		YES
Assistant Treasurer	Victor Brilliant		YES
Membership Secretary	VACANCY		
Minutes Secretary	VACANCY		
Interest Groups Co-ordinator	VACANCY		

<sup>2</sup> Roles shown in **RED** are 'Officers'; otherwise they are 'non-Officers'. The distinction applies only to permitted numbers of times of re-appointment.

<sup>3</sup> See attached lists of duties

MM Speakers Organiser	June Burton		YES
Entertainments Organisers	VACANCY		
	VACANCY		
Webmaster	Andrew Knowles		YES

## COMMITTEE MEMBER DUTIES

<i>Role</i>	<i>Duties</i>
Chairman	Chair EC monthly meetings; Chair Monthly Meetings; facilitate and enhance the operation of all MHU3A activities, liaising closely with all Executive Committee members. Promote the U3A in the Community.
Vice-Chairman	This role involves actively supporting the Chairman, standing-in as required, and managing the Monthly Meetings (currently held in Hartley Hall). This latter role includes liaising with the HH management on the provision of all services required in the Hall, with the Speakers Organiser and working with Volunteers to ensure the smooth operation of the Meetings.
Treasurer	Open and maintain appropriate bank accounts, maintain record of income and expenditure on main account; assist group leaders in opening and operating sub bank accounts and provide advice to group leaders on the finances; ensure bank accounts are reconciled regularly; prepare forward budgets and generally be responsible for controlling financial matters and advising the other trustees of their financial responsibilities. Provide a monthly Report to the EC. Liaise fully with the Assistant Treasurer.
Secretary	Prepare papers for monthly EC meetings and AGM; support Membership Secretary, Treasurer & Asst. Treasurer. Produce monthly Newsflashes and rolling PowerPoint display for projection at Monthly Meetings. Compile Operations Manual for all MHU3A activities and maintain electronic files on Dropbox Cloud storage. Liaise with U3A Head Office.
Assistant Treasurer	<p>Share the duties of the Treasurer as mutually agreed. In 2017/18 this has included the following:</p> <ul style="list-style-type: none"> <li>• Devising, sending out &amp; receiving Membership Application Forms;</li> <li>• checking applications against payments and documentation;</li> <li>• entering membership details in our records and later in Beacon U3A Management system;</li> <li>• acknowledging applications and printing and sending out membership cards;</li> <li>• maintaining securely in Beacon all membership details and those of Groups, group venues etc;</li> <li>• routinely reconciling Bank Account with Beacon receipts and payments ledger;</li> <li>• liaising with the Treasurer and Membership Committee on the above and consulting on other financial matters.</li> </ul> <p>In future years the division of work may be arranged differently between Treasurer and Asst. Treasurer as they wish.</p>

<i>Role</i>	<i>Duties</i>
Membership Secretary	<p>Responding to general email/phone enquiries from prospective Members, usually advising on the application process and what is on offer to our Members by way of Interest Groups, Outings, Theatre Group etc. and how to access them.</p> <ul style="list-style-type: none"> <li>• Liaising with the Treasurers on matters to do with Beacon and Membership.</li> <li>• Submitting Membership data for Third Age Matters publication 5 times a year.</li> <li>• Ensuring information (e.g. Newsflashes) is sent to Members without email.</li> <li>• Recording attendance at Monthly Meetings.</li> </ul> <p>This role has been substantially supported in a sub-committee by the two Treasurers, the Secretary and the Webmaster. Provide a monthly Report to the EC.</p>
Minutes Secretary	Produce Minutes of EC Meetings and AGM
Interest Groups (IG) Co-ordinator	As a member of the IG Liaison Team that communicates between the EC and the IGs, report to the EC Meetings of the activities of the 46+ IGs. Work with the Team to support IG Leaders.
Monthly Meeting Speakers Organiser	With a small sub-committee, find, book & support suitable Monthly Meeting Speakers.
Entertainments Organisers	Provide refreshment at MMs and propose and help to organise other social activities at MMs and ad hoc events.
Webmaster	Maintain & develop new website including uploading notices etc. from IGs; support Membership Secretary with all IT-related Membership management.



## NOMINATION FORM

### MILL HILL U3A – EXECUTIVE COMMITTEE NOMINATIONS FOR 2018-2019

#### IMPORTANT NOTE

Much communication and all document transfer between Committee members are carried out electronically. Any nominee should have **reasonable computer skills for emailing, website navigation and the handling and reading of e.g. PDF format documents**. Help can be provided with any more advanced IT requirements.

Name of Nominee: \_\_\_\_\_

Nominated for position of: \_\_\_\_\_

MHU3A Membership No. \_\_\_\_\_

#### Your abilities to perform the role

Please give some brief detail below of your ability to perform the role requirements and indicate why you wish to be an Officer of MHU3A and a Trustee of The Charity. (No more than 200 words.) [This is to assist Members to make a selection in the event that a ballot is held when more than one Member is nominated].

**NOMINATION FORM - continued**

**Proposed**  
**by**<sup>4</sup>:

\_\_\_\_\_

**Membership**  
**No.**

\_\_\_\_\_

I confirm I have obtained the nominee's consent for their name and details to go forward.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Seconded**  
**by**<sup>1</sup>:

\_\_\_\_\_

**Membership**  
**No.**

\_\_\_\_\_

I confirm I have obtained the nominee's consent for their name and details to go forward.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Please return form to:**

<p><b>The Secretary</b> <b>PO Box 48537</b> <b>London NW4 1XP</b></p>
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(Please write 'NOMINATION' on the front of the envelope)

**OR EMAIL IT TO: [rdmhu3a@outlook.com](mailto:rdmhu3a@outlook.com) WITH THE SUBJECT 'NOMINATION'**

**By: Monday, 23rd April 2018**

**Please note that the nomination will be invalid  
unless this form has been fully completed.**

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<sup>4</sup> According to our Constitution, this year's Committee Members cannot propose or second next year's Committee Members.