

MILL HILL

Registered Charity No. 1170622



THE UNIVERSITY OF THE THIRD AGE

Date: 6 April 2019

Your ref:

My ref:

Dear Member of Mill Hill U3A,

APPOINTMENT OF MEMBERS OF OUR EXECUTIVE COMMITTEE

We shall be holding our 3rd AGM on Thursday 20th June 2019. An Agenda for this AGM will follow nearer the time.

The purpose of this letter is to alert you to the need to appoint an Executive Committee (EC) to run MHU3A for 2019-2020. 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 EC Officer positions and vacancies are indicated in the attachment to this letter. 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.

We are also seeking several people to join the Committee in 'non-Officer' roles, helping to ensure the successful running of our U3A. Please be aware that Committee members are also Trustees of the Mill Hill U3A Registered Charity.

I enclose a Nomination Form (see pages 5 and 6 below) that I think is self-explanatory. Please note that nominations must be returned to me by **Monday, 6th May 2019**. Late applications cannot be accep[ted].

In the event that two or more names are submitted for the same OFFICER position, I will arrange a secret ballot to elect the officer. Members attending the AGM will take part in this ballot while those unable to attend will be invited to submit a proxy vote to the Secretary ahead of the meeting. The results of any such vote will be announced at the AGM and thereafter the entire new Committee will be announced, with Members asked, by a majority show of hands, to accept it for the coming year.

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

Yours faithfully,

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




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 to join the Committee. However, any Member who is on the Executive Committee of another U3A is not eligible
2. Enclosed is a list of the current Officers¹, their positions and duties and their intention to stand again or not. We are also seeking nominations from our U3A membership for several opportunities to join the Committee as 'non-Officers' to help to run the U3A.
3. If you wish to be considered for any of these Officer positions or simply to join the Committee and help, please complete the enclosed Nomination Form (see pages 5 and 6) and RETURN IT TO THE ADDRESS SHOWN ON THE FORM by **Monday, 6th May 2019.**
4. If more than one candidate is nominated for an **Officer** position there shall be a secret vote of the Membership, with the result announced at the AGM; in this event you will be notified separately. This secret vote will be conducted during the AGM and members unable to attend the meeting will be invited to submit to the Secretary a secret proxy vote ahead of the AGM.
5. If you wish to be nominated as a non-Officer please also submit a Nomination Form as indicated, stating the position as '**Non-Officer**'.
6. The resulting EC will be approved in toto at the AGM by a simple majority show of hands, provided that the Meeting is quorate².
7. Please be aware that all 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) if you wish to see these responsibilities before agreeing to your name going forward.

¹ Roles shown are 'Officers'; other vacancies are for 'non-Officers'. The distinction applies only to permitted numbers of times of re-appointment. Details are in our Constitution and are available on request.

² A quorum of 10% of the Membership (i.e. ~90) is currently required to be present.

EXECUTIVE COMMITTEE OFFICER POSITIONS AND DUTIES

<i>Committee role^{3,4}</i>	<i>Retiring Member</i>	<i>Photo</i>	<i>Standing for re-appointment</i>
Chairman	Gill Simon		NO
Two Vice-Chairmen	VACANCIES		
Treasurer	Sidney Baginsky		NO
Secretary	Richard Driscoll		NO

Several other opportunities exist for Members willing to join the Committee and help with the successful running of our U3A.

³ Roles shown in **RED** are 'Officers'; otherwise Committee members are 'non-Officers'. The distinction applies only to permitted numbers of times of re-appointment. Details are in the Constitution and are available on request.

⁴ See attached lists of duties

COMMITTEE OFFICER DUTIES

<i>Role</i>	<i>Duties</i>
Chairman	Chair EC monthly meetings; Chair Monthly Meetings in Hartley Hall; facilitate and enhance the operation of all MHU3A activities, liaising closely with all EC 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. Ensure that Gift Aid claims are dealt with appropriately. Provide a monthly Report to the EC.
Secretary	Prepare papers for monthly EC meetings and AGM; support Membership Secretary, Treasurer & Asst. Treasurer. Produce monthly News Letter. Compile Operations Manual for all MHU3A activities and maintain electronic files on Dropbox Cloud storage. Liaise with U3A HQ.

NOMINATION FORM

MILL HILL U3A – EXECUTIVE COMMITTEE NOMINATIONS FOR 2019-2020

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 detail below of your ability to perform the role requirements and indicate why you wish to be join the Committee. (No more than 200 words.) [This is to assist Members make a selection in the event that a ballot be held when more than one Member is nominated for an **OFFICER** position].

NOMINATION FORM - continued

Proposed by⁵: _____

Membership No. _____

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

Signed: _____

Date: _____

Seconded by⁵: _____

Membership No. _____

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

Signed: _____

Date: _____

Please return form either:

by post to

**The Secretary
PO Box 72326
London, NW7 0JQ**

or by email to

rdmhu3a@outlook.com

(Please write 'NOMINATION' on the front of the envelope or in the email subject line)

By: Monday, 6th May 2019

**Please note that the nomination will be invalid
unless this form (pages 5 and 6) has been fully completed, signed and dated.**

⁵ According to our Constitution, this year's Committee Members cannot propose or second next year's Committee Members.