

MILL
HILL

Registered Charity No. 1170622



6 November 2020

Dear Member of Mill Hill U3A,

APPOINTMENT OF MEMBERS OF OUR EXECUTIVE COMMITTEE

We shall be holding our 4th AGM on **Thursday 10 December 2020** via Zoom; this will be followed by our speaker Irene Kyffin. An Agenda 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 2020-2021. The current Committee must retire at each AGM and you, the Membership, have a right to be nominated for a position on it. The retiring Committee members may stand for re-appointment.

The current EC Officer positions and vacancies are indicated in the attachment at the end of this letter.

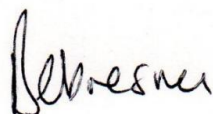
We are also seeking several people to join the Committee in 'non-Officer' roles, helping to ensure the successful running of our U3A. Please be aware that Committee members are also Trustees of the Mill Hill U3A Registered Charity.

I enclose a Nomination Form (see pages 3 and 4 below) that I think is self-explanatory. Please note that nominations must be returned to me by **Wednesday 18th November 2020**. Late applications cannot be accepted.

If two or more people are nominated for the same OFFICER position (Chair, Vice-Chair, Secretary, Treasurer), I will arrange a web-based vote by the membership. Once the new EC candidates are known, a web-based vote will be required to accept (or not) the entire Committee. The result of this vote will be announced at the AGM, provided a quorum has been achieved, with more than 95 people having voted.

If you have any questions about this letter, please contact me

Yours faithfully,



Brenda Dresner - Secretary

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, and their positions 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 **Wednesday 18th November 2020**
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.
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, 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: secretary@millhillu3a.co.uk) 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. ~95) is currently required to be present.

NOMINATION FORM

MILL HILL U3A – EXECUTIVE COMMITTEE NOMINATIONS FOR 2020-2021

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 by³: _____

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 **secretary@millhillu3a.co.uk**

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

By: Wednesday, 18th November 2020

**Please note that the nomination will be invalid unless this form
(pages 3 and 4) has been fully completed, signed and dated.**

³ According to our Constitution, this year's Committee Members cannot propose or second next year's Committee Members.

CURRENT COMMITTEE MEMBERS and their POSITIONS

<i>POSITION</i>	<i>CURRENT HOLDER</i>	<i>STATUS</i>
Chair	June Burton (acting)	Position vacant
Vice-Chair		Position vacant
Treasurer	Warren Starr	Willing to stand
Secretary	Brenda Dresner	Willing to stand
Monthly meetings organiser	June Burton	Willing to stand
Data Protection	Ivor Gertler	Willing to stand

(**BOLD** positions are 'OFFICERS')

COMMITTEE 'OFFICER' 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.
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.