



Mill Hill u3a – DECEASED MEMBERS - PROCEDURE

Initial Contact

As soon as any member hears of the death of another member, they shall inform the Membership Secretary giving as much detail as possible.

Membership Secretary

As soon as the Membership Secretary hears of the death of a member they shall

- Advise all members of the Executive Committee
- Send to any close relative that they are aware of, a standard letter of condolence on behalf of the Chairman and Executive Committee .

Groups Co-ordinator

As soon as the Groups Co-ordinator is informed of the death of a member by the Membership Secretary, they shall advise the Group Leaders of all Groups to which the deceased member belonged, asking the Group Leader to advise all members of that group of the death of the fellow member.

Beacon Administrator

As soon as the Beacon Administrator is informed of the death of a member by the Membership Secretary, they shall

- Change the person's status from 'current' to 'deceased' in Beacon.
- Delete the email address from the person's record - to prevent general messages continuing to go out addressed to the deceased.
- Delete the person's name from the membership list of any groups to which they belonged.
- Unlink both the deceased (in Beacon) from any partner with whom they shared an address, and vice versa - to prevent future copies of *u3a Matters* being addressed to both.



Newsletter

The Chairman shall arrange that each Newsletter contains details of the death of any members since the previous newsletter.

u3a	Deceased Members Procedure	Mill Hill u3a
Version	Description of changes	Date
1.0	Adopted by Mill Hill u3a Executive Committee	21/05/26