

Helping your Committee

Your committee is here to help you in any way possible, but you can also help your committee.

- Please fulfil the basic administrative tasks in good time.
- Pass on information to your group when asked. This is important and is your responsibility.
- Make sure the information about your group in the newsletter is accurate and up to date.
- All bookings and cancellations for outside venues should be made through the Groups Co-ordinator (for contact details, see the Refreshment Rota in the Quarterly Newsletter).
- Ask the committee's advice when you are not sure of procedure.
- Keep them informed of any issues before they become a serious problem.
- If you hear that a member is seriously ill or has died, please inform the Membership Secretary. This will ensure the relatives are not distressed by U3A sending mail to the deceased. The committee doesn't send condolences as it feels it is more appropriate for a group leader to do this and this is left to your discretion.