

U3A: MOSELEY, KINGS HEATH AND DISTRICT

MONTHLY MEETING POLICY

A. RATIONALE

This Policy is written to address the issues concerning the organisation - prior, during and after, - of the Monthly Meeting. All MKHD U3A members are entitled to attend the Monthly Meeting (MM).

B. OBJECTIVE

To ensure that there is effective organisation of the MM.

C. PROCEDURES/DECISIONS

1. Prior

- i. Venue and all speakers to be booked minimum of a year / six months in advance, respectively.
- ii. Speaker's arrangements made at booking, and confirmed 1 month in advance..
- iii. Members to be notified of venue, dates and speakers six months in advance.
- iv. Liaise with venue catering staff if appropriate.
- v. Meeting publicised at venue.

2. During

- i. Ensure room and relevant equipment is prepared 30 minutes before start.
- ii. Speaker welcomed and assisted by nominated EC Member.
- iii. Visitors, including from other U3A groups, can attend (3 times only) on receipt of donation of £1, refundable on joining same day. See 2 vi
- iv. All monies collected to be held by Membership Secretaries, and then paid to Treasurer.
- v. Local organisations are welcome to leave promotional material, but there is no facility to address the MM.
- vi. We do not have reciprocal arrangements with other U3A groups.
- vii. Format of the MM:
 - Chair to welcome, and Speaker introduced
 - Presentation, followed by Q &A, facilitated by Chair - cognisant of the needs of hearing and visually impaired members.
 - Speaker thanked
 - Business

3. After

- i. Newsletters /Interest Group Sheets distributed for those NOT on email.
- ii. Hospitality offered to Speaker.
- iii. Room cleared.

C. MONITORING

The implementation of this Policy will be monitored by the EC.

D. REVIEW

This Policy will be reviewed tri-annually.

E. DATES

This Policy was reviewed by the Executive Committee on February 23, 2016
It was placed on the website in February 2016. Date for Review: February 2019.