

1. Notice of the Annual General Meeting on Friday 8th November

Registered Charity name and Number: **Crawley University of the Third Age, No. 1029004**

A member of the Third Age Trust as an unincorporated members' association (commonly known as Crawley u3a)

Questions can be asked at the meeting or you can send questions prior to the meeting to the Secretary by email at secretary@crawleyu3a.org.uk or, for those without email, by telephone on 07922 824022.

Draft Agenda for the Meeting

1. Welcome and Introduction from the Chair (including confirmation that meeting is quorate)
2. Tributes. A minute's silence to remember ex-members who have died during the past year.
3. To receive and approve the minutes of Annual General Meeting of 10th November 2023 (see page 2)
4. To receive and approve the Annual Report and Accounts for the year ending 31st August 2024
5. Questions from the floor
6. To appoint Tony Neale as external examiner for 2024-25
7. *(If relevant)* To vote on any resolution(s) to amend the Constitution

Any resolutions to be submitted by October 21st. Members wishing to submit resolutions should state the description of change suggested, the member proposing it and include a supporting statement explaining why the suggested change is desirable.

The Committee does not plan to submit any resolutions.

8. Introduction to Trustee Elections
9. Election of Officer Trustees:
 - Chairman
 - Vice Chairman
 - Secretary
 - Treasurer

10. Election of other Trustees

List to be included in final version

11. Presentations to Volunteers standing down, and acknowledgement of any long-term members who have served in the past who are now retiring from the u3a.
12. AOB by permission of the Chairman

Tea will be served alongside entertainments including a slide show "Crawley u3a

Highlights of 2023-24"

2. Election of Trustees for 2024-25

The Crawley u3a Constitution stipulates a minimum of five Trustees, of which four must be the Officer positions listed below (clause 17 paragraphs (2) & (5)).

1. Trustee Roles Filled as at September 2024

The Crawley u3a Constitution stipulates a minimum of five Trustees, of which four must be the Officer positions listed below (clause 17 paragraphs 2 & 5).

Post	Name	First Elected	Term Ends
Officer Trustees			
Chair	Jim McGough	AGM 11 th Nov 2022	Nov 2025 AGM
Vice-Chair	Alan Rew	AGM 10 th Nov 2023	Nov 2026 AGM
Secretary	Margaret Lloyd	AGM 11 th Nov 2022	Nov 2025 AGM
Treasurer	Graham Friday	AGM 12 th Nov 2021	Nov 2024 AGM
Other (Coordinator) Trustees			
Communications Coordinator	Sue Parker	AGM 11 th Nov 2022	Nov 2025 AGM
Groups' Coordinator	Janet Newson	AGM 10 th Nov 2023	Resigns at the Nov 2024 AGM

Availability for Re-Election for 2024-25

All the Trustees listed above are willing to continue for a further year, except for Janet Newson.

Under the Crawley u3a current Constitution no Trustee may serve for more than three consecutive years without an interval of at least one year between the periods of service EXCEPT for the Secretary and Treasurer who may serve for periods of six consecutive years (clause 17 paragraph 8) that is, two consecutive terms of three years with no gap.

If elected, the Treasurer, Graham Friday, will be starting his second three-year term of office in 2024-25.

The Constitution requires all trustees to be nominated and elected annually (clause 17 paragraph 9), even if not at the end of their term. This is a common requirement for member led charities such as the u3a and is intended to protect the charity in the event that a previously elected Trustee turns out to be acting in a manner, or implementing changes, which the membership believe is not in the best interests of the charity. The clause gives the members an opportunity, by putting up an alternative candidate, to remove and replace such a Trustee before the completion of their standard term.

The role of **President**, held by Maureen Wicks, is continual and does not require re-election.

2. Vacant Trustee Roles for 2024-25

Non-Officer Trustees	
Groups Coordinator	The Committee will be discussing the future nature of this role at their next meeting on 9 th October, but it is likely to feature less administration than has been the case and more in terms of Group development. More information will be available after 9 th October.
Members' Coordinator	<p>This role has been vacant the resignation of the previous holder in May 2024. At the moment the duties are being covered by the Membership Assistant (a support role performed by Jean Manuel, who wishes to continue in this role) supported by the Secretary.</p> <p>This role is a key one, as it oversees all Membership activities, ranging from engaging with prospective New Members, processing new Member applications and the maintenance of the Membership records held on Beacon.</p>
Events Coordinator	<p>This role has been vacant since 2020. A new approach is being tried in the coming year, of looking to establish separate small Working Groups to oversee the delivery of individual events, as set out in the Chair's "An Extra Large Slice" emailed out on 20th September.</p> <p>The Coordinator's role would therefore become an overseeing role, linking up the work of the various Working Groups and liaising with the Committee.</p>
Systems Coordinator	<p>This post was first advertised last year. As an organisation our reliance on information technology is increasing, which brings a lot of benefits, but comes with some significant risks. This role is required to oversee the u3a's various IT applications, including the Crawley u3a Beacon system, managing the @Crawley email domain, and developing the IT infrastructure (including file sharing and storage) used by Crawley u3a Trustees and Volunteers.</p> <p>It is not seen that the Coordinator will undertake all this on their own, but that we can build up a team of volunteers, with an interest in IT that the Coordinator will oversee.</p>

Any member contemplating volunteering for one of the above roles should also be aware of the following planned changes:

(i) Reduction in the Trustee burden of work

Over the last couple of years we have updated our Constitution and financial reporting arrangements, and introduced new or revised versions of the various policies the Third Age Trust recommends individual u3as should operate. We no longer make a financial loss and have also reduced the membership fee. All this has meant a lot of meetings and work outside the meetings. We now feel that we no longer need to operate at so intense a level and plan to trial the number of formal Trustee meetings for 2024-25.

(ii) Coordinator Roles no longer need to be Trustee Roles

As long as we have one Trustee in addition to the four Officer Trustees (and this non-Officer Trustee role could conceivably be one with no specific operational responsibility) there is no constitutional requirement for the Coordinator roles to be Trustee roles, as long as the holders of those roles feed back to the Trustees on what is happening in their area of activity. Non-Trustee Coordinator role-holders may still be supported by other volunteers, just as they are at present.

Trustee Nominations for 2024-25

All completed forms (see below) to be returned to the Secretary (secretary@crawleyu3a.org.uk) by **Tuesday 29th October**.

Any member not currently a Trustee but interested in becoming one (with or without specific operational responsibility) should notify the Chair (chair@crawleyu3a.org.uk), copying in the secretary, as soon as possible and before **Friday 25th October**. Members can also contact the Chair to ask questions about the roles and to discuss further.

Also, anybody interested in being involved in a non-Trustee operational role, either alone or as part of a working group, should also contact the Chair. Appointments to non-Trustee roles do not require elections, or feature in the AGM.

Margaret Lloyd, Secretary 30th September 2024