

## A Workshop

Friday, 25<sup>th</sup> October

Benson Parish Hall, Oxfordshire OX10 6LZ

### “Committees - Keeping them Light and Efficient”

Who?

The day will be led by Pam Jones, the U3A Regional Trustee for the South East, together with a small team of facilitators and will be very interesting and informative for all U3A committee members and potential committee members. In the best practice of U3A everyone involved should find that they are able to teach something as well as learn something from this workshop. We hope that every U3A will send at least one representative even if the whole committee is unable to attend. Committee work should be enjoyable as well as functional. We look forward to seeing you.

Why?

This is a perfect opportunity to exchange ideas and find solutions for the working practices of U3A Committees as a whole as well as those of the various officers and ordinary members. Take this chance to have in depth discussions with your opposite numbers in other U3As with similar size, location and interests.

How?

The agenda will cover the duties and responsibilities of committee members as Trustees and also address areas such as the various options for communication, which is the essential core of any successful U3A. Different solutions are suitable for different circumstances and it is by sharing experiences that we can learn from each other, rather than taking the attitude of “leave it to the Chairman!”

#### PROVISIONAL PROGRAMME

10.00 – 10.30	Arrive, registration, coffee
10.30	General session on Committee work
11.30	Group workshops on officers’ practices and responsibilities
12.30	Lunch
13.15	Communications – state of the art or snail mail? We may need both.
14.30	General discussion - questions
15.00	Conclusions and the way forward.
16.00	Tea – depart.

**TRAVEL:** Benson Parish Hall is located in “Sunnyside” and is easily found on the left of the road from the centre of the village going towards Watlington. There is plenty of car parking and disabled access is easy. (Unfortunately, although there are busses from Oxford and Reading they are infrequent and there is no train station.) We will attempt to put you in touch with someone in your area if you need a lift.

**APPLICATION:** The day is free of charge, including lunch, but must be booked in advance. Please send your application, including name, U3A and any special dietary requirements to:

[susie.berry@virgin.net](mailto:susie.berry@virgin.net)

not later than Friday, 11<sup>th</sup> October. All bookings will be acknowledged.

Applications may also be posted to: Mrs Susie Berry, Lavender Cottage, Box Tree Lane, Postcombe OX9 7DY Please enclose an S.A.E. for acknowledgement.

Queries: Please ring Pam Jones on 01993 773860 or Susie Berry on 01844 281137