



Thames Valley Network

## Running Your u3a - for Committee Members

**Tuesday, 30<sup>th</sup> November 2021 at 10.30 on Zoom**

This is an approved u3a Workshop / Presentation for the benefit of Committee members and potential Committee members. It is a combination of the original 'Running Your u3a' and 'Trustee Induction' both of which used to be delivered as all day workshops in person. They are now condensed into one presentation delivered live on line by two of the u3a Trust Volunteer Trainers. The purpose being to ensure that the same information is delivered regardless of where in the country the participants are situated. The event will last no more than two and a half hours with a comfort break in the middle and there is plenty of time allowed for questions and discussion.

Items covered include committee members' responsibilities, basic legal requirements for running a charity, safeguarding, data protection, insurance etc. committee roles, the structure of the u3a movement and how it all fits together and guidance as to where documents and advice may be found and more. The trainers will attempt to answer any pertinent questions or ensure they find the answer and make it available to attendees within a day or so.

In order to make this a meaningful experience with full participation opportunities numbers are limited to 30. If it is full when you try to book, let Susie know and we will run another one a.s.a.p.

Cost of attendance is free. Please book electronically by clicking on the 'TICKETSOURCE' icon immediately below the event on [www.u3atvnetwork.org.uk](http://www.u3atvnetwork.org.uk) This is by far the best and easiest option. You will receive an acknowledgement immediately and the Zoom link about 48 hours before the event.

If you experience any difficulty, please email the organiser Susie Berry at [events@u3atvnetwork.org.uk](mailto:events@u3atvnetwork.org.uk) giving your name and the u3a to which you belong.

**Closing date for applications is Saturday, 27<sup>th</sup> November**

If you have not received the Zoom link by midday on Monday 29<sup>th</sup> please check your spam / junk box before emailing the Susie as above. DO NOT WAIT UNTIL THE DAY OF THE EVENT.

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