

Special Meeting Briefing Note

Background

Hello, you may remember that some months ago I wrote to all the members asking that they consider volunteering to take on a number of roles that were likely to become vacant within committee by the time of our AGM in April this year.

Since our appeal for volunteers, we have had both John Rowe and Janet Robinson volunteer to take place on the committee. My thanks to both of them.

This note is a follow-on to that and to update the members on the current situation about proposed committee structure and membership moving forward.

The table below compares the current 2024 Committee make up with our proposed committee structure and task allocation for 2025

2024 CURRENT ROLES	2025 PROPOSAL	COMMENTS
Chair (Officer)	Dave Green willing to remain in post. Amend constitution to allow another year in post	Membership approval required to change in current constitution
Vice Chair (Officer)	John Roe to take on role.	This to include Governance duties
Business Secretary (Officer)	Heather Trim (current membership Secretary) to be named as secretary but proposal is to share some role tasks around committee members. Role will be central admin and liaison, meetings management and support.	John Roe to take on the governance tasks of role. Minute taking to be shared around all committee members.
Treasurer (Officer)	Andrew Nichol willing to continue in post	Role tasks to remain the same as present
Membership Secretary	Heather Trim willing to continue in post	Role tasks to remain the same as present. Workload to be monitored with additional work now taken as part of Business Secretary role

Groups Coordinators	No representation on committee as no volunteers have come forward	However Margaret Bealing has agreed to continue in role but will stand down from committee Together with Marion Slattery she will support groups and via an agreed Communications plan advise committee of issues etc.
Social secretary	Janet Robinson has now volunteered to take this role on and is already on committee working jointly and will continue in post when Sue Keith retires from committee'	The role will probably need more (non-committee) support over time as (hopefully) the number of events grow
Speaker Secretary	No representation on committee as no volunteers have come forward	Dave to continue to front this take with background help/advice from Judy Duncan
Website and Beacon Administrator	Richard willing to continue in post. Amend constitution to allow another year in post	Membership approval required to change in current constitution Resilience planning to be considered

Implementation

The first point to note is that notwithstanding these proposals if anybody is still minded to volunteer for any of the vacant positions then please do let us know. However, on the assumption that that is not the case, we will require a change in the committee membership rules as defined by our current constitution.

The second point to note is that this proposal is only able to be made because of the willingness of some committee members to stay on in their current roles beyond their normal durations and the other committee members being willing to carry on supporting our u3a albeit be it "off committee." Without this level of support and dedication we would be faced with a serious problem likely leading to having to closed Romsey Archway u3a.

The following is the text of the required Change:-

“Proposed Constitution Change

That Romsey Archway University of the Third Age (u3a) amend section 16 (8) of its constitution adopted 10 March 2022 as follows

An officer or an ordinary (non-officer) trustee may serve in a role for a period of 3 years and then if they wish and are unopposed, may stand for re-election each year for a further period of one year with a maximum of a further 3 years in all.”

To implement this change we need to put this proposal to the membership to vote on and to enable this we will be calling a Special General Meeting as part of the February 13th Speaker Meeting.

What we require from you

- To study these notes and proposals and satisfy yourself that you are content with them.
- To raise any concerns, you may have at the earliest possible opportunity.
- To try to attend the February speaker meeting to place your vote.
- To give more thought to joining committee so that we do not have a similar problem with lack of committee members next year