

# **AUGHTON & ORMSKIRK U3A**

## **LEARNING & GROUP SUPPORT SUB-COMMITTEE**

### **TERMS OF REFERENCE**

#### **PREAMBLE**

Under paragraph 12 (viii) of the A&O U3A Constitution adopted on 5 November 2015:

*'The Management Committee (MC) may appoint sub-committees including at least one member of the MC, for the purpose of performing any function or duty which in the opinion of the MC would be more conveniently undertaken or carried out by a sub-committee, provided that all acts and proceedings of any sub-committee shall be fully and promptly reported to the MC.'*

*The MC shall authorise the terms of reference of sub-committees and may alter them from time to time. Sub-committees may take proposals to the MC. They may take such decisions and authorise expenditure in accordance with the limits delegated to them by the MC.'*

#### **1. PRIMARY OBJECTIVES**

- 1.1** To assist in setting up new groups and to support existing groups.
- 1.2** To provide the Management Committee (MC) regularly with written information, for review at MC meetings.

#### **2. DUTIES AND RESPONSIBILITIES**

- 2.1** To encourage and advise in the establishment of new activity groups and to support them in their successful on-going operation.
- 2.2** To help all groups, both new and existing, in matters of accommodation and logistics, and to advise group leaders on contacts within U3A regarding, for example, recruitment and publicity.
- 2.3** To submit reports on the Committee's events and future plans to the MC, so that the MC is kept informed of developments, and can thus make informed decisions where necessary.
- 2.4** To act always in accordance with the Constitution, directives from the MC and approved policies and procedures.

### **3. METHODOLOGY**

- 3.1.** As a self-help group the Committee relies on U3A members to participate and help in the creation of new groups and supporting existing groups.
- 3.2.** The Committee encourages members to run short courses, or to make recommendations as to which short courses they would wish to support.
- 3.3.** The Committee arranges a number of New Member meetings each year, which enable new members to acquaint them selves with each other, and to meet members of the Management Committee and to learn about group activities etc.
- 3.4.** The Learning and Group Support Committee (L&GS) conducts a survey to ascertain new members' interest in joining a group, whether they are willing and able to help to run a group, and to encourage them to attend Horizons to hear all the group news.
- 3.5.** The Committee will hold an annual Group Leaders' social evening, partly to ensure that they are kept fully informed of any new developments and procedures, but also to thank them for their major contributions, to receive their feedback and to hear their recommendations for future improvement.

### **4. ELECTION OF CHAIRMAN & MEMBERSHIP**

- 4.1.** Membership of the L&GS Committee will be at the discretion of its members, who will also elect their chairman.
- 4.2.** Members may serve for an indeterminate period, until they resign.
- 4.3.** As required by the Constitution (para. 12 viii), one member of the L&GS (normally the chairman) will be a member of the Management Committee.

### **5. MEETINGS**

- 5.1.** Meetings will be held periodically, normally between each MC meeting, as agreed in advance by committee members.
- 5.2.** Agenda papers should be distributed to members at least five clear days before the date of the meeting.

**5.3.** A minimum of four SC members present will comprise a quorum necessary for validation of the meeting's business.

**5.4.** Members should notify the chairman of their inability to attend a meeting as early as possible.