

AUGHTON & ORMSKIRK U3A

SOCIAL 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 organise social events for the enjoyment of members of U3A.
- 1.2 To provide the Management Committee (MC) regularly with written information, for review at MC meetings.

2. DUTIES AND RESPONSIBILITIES

- 2.1 To arrange a number of social events throughout the year that will be of interest to the widest possible number of U3A members: that is not confined to particular activity groups.
- 2.2 To promote the sale of the maximum number of U3A diaries.
- 2.3 To submit reports on the Social Committee’s events and future plans, 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. The number of activity groups has expanded greatly in recent years. Some of them, such as Drama, Musical Theatre Group, Choir, successfully provide events of cross-group interest. As a consequence, the Social Committee's 'scope' is somewhat reduced, and the current plan is to stage only two events in the year – a summer social and Christmas lunch.
- 3.2. Similarly the situation regarding the sales of diaries will be kept under review, and any recommendations will be communicated to the MC.

4. ELECTION OF CHAIRMAN & MEMBERSHIP

- 4.1. Membership of the Social Committee (SC) will be at the discretion of SC 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 SC (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 SC 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.