

Bracknell Forest University of the Third Age	Charity number: 1153789
Policy date: April 2022	Review date: October 2023

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# POLICY DOCUMENT

[CM indicates Committee Meeting date]

## BRANCH MANAGEMENT

### **BM-1 Minutes**

Committee decisions should be formally proposed, seconded and recorded in the minutes. The minutes and other committee documents are to be kept on the Committee section of the website. Members are entitled to see sections of the minutes upon request; they are not made generally available as they may contain sensitive information. If a member requests to see the minutes then the Committee can ask which item it is they wish to see and give the member a better understanding of any decision on the item queried.

*Revised CM 29/11/2018*

### **BM-2 Nomination for a Committee Post**

Committee members cannot nominate each other. All nominations must come from the general membership. Elected and co-opted members to the committee become Trustees and have full voting rights.

*National Office policy, CM 11/4/2013, revised CM 29/11/2018*

### **BM-3 Purchase of Equipment**

The criteria for buying new equipment are:

- a) It must be of potential benefit to all members.
- b) Items will not be purchased to support meetings in members' homes if they are normally to be found in members' homes (such as kettles or crockery)

Equipment purchased by BFU3A becomes the property of BFU3A. It must be stored in a designated space when not in use; this may be a member's home. The equipment must be made available, on request, for use by the Committee or by any Group.

All equipment is to be listed in the Equipment Inventory together with its normal whereabouts. The Inventory is maintained by the Admin. Secretary and is lodged on the members' area of the BFU3A website.

*CM 1/5/14, revised CM 29/11/2018*

### **BM-4 U3A Insurance Policy Cover for Outings**

The policy covers both Group Organisers and Members on any Day Trip in terms of liability (personal and public, eg. injury, property damage etc). The policy would also cover overnight trips providing that they are considered to be a 'Group Study Trip' connected to their group learning. For such a trip it is advisable to check with National Office that the trip in question is covered by the policy.

The policy does NOT cover 'Holiday Trips'. A member wishing to organise a holiday is recommended to book through a regulated Tour Operator/Travel Agent which takes on the liability. Individuals must additionally take out their own travel insurance.

*National Office 30/4/15, revised CM 29/11/2018*

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## MEMBERSHIP

### **M-1**     **Subscriptions**

The annual subscription period currently runs from 1<sup>st</sup> October until 30<sup>th</sup> September. Subscription rates will be discussed by the Committee in January, ratified at the AGM in May and then implemented from 1<sup>st</sup> October. For members joining for the first time after 1<sup>st</sup> April, their initial subscription will be at half rate and run until 30<sup>th</sup> September.

*AGM 25/5/2015, abbreviated CM 29/11/2018 Revised CM 19/3/2020*

### **M-2**     **Refunds**

If a member moves away or dies during the membership year, then no refund will be given for the unused part of their membership.

A refund can be paid to correct errors.

*Abbreviated CM 29/11/2018*

### **M-3**     **Membership of Another U3A**

Persons who are current members of another U3A may join BFU3A at a reduced "Associate Member" subscription rate to avoid being charged a National Office capitation fee twice. They will have the same rights and obligations as any other member.

*New CM 29/11/2018*

### **M-4**     **Honorary Membership**

Members who have made a significant contribution to the U3A but, by reason of ill health, resign from BFU3A after more than 10 years continuous membership can be nominated by the Committee as Honorary Members. Honorary Members pay no subscription and may not belong to Interest Groups but are welcome to attend Open Meetings. They should normally receive the newsletter as an e-mail copy, but if they request a paper copy this will be offered free of charge. They have no voting rights.

*CM 20/3/14, revised CM 29/11/2018, revised CM 7/1/2021*

### **M-5**     **Membership Card And Newsletter Distribution**

Membership cards and the Newsletter will normally be issued via e-mail.

Members without e-mail will receive these by post. Those having e-mail but who nevertheless prefer a printed copy by post may request this, but for the newsletter a charge will be made as established by the Committee.

*CM 7/4/2016, revised CM 29/11/2018*

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## **M-6 Circumstances In Which Non-Members May Participate In Events**

No-one can attend a BFU3A Interest Group, Open Meeting or other event without being a member of BFU3A. An exception may be made under these specified circumstances:

- 1) Prospective new members can attend two Group Meetings and one Open Meeting before joining, but cannot attend a BFU3A event if by so doing they take the place of a full member.
- 2) Where the organiser of a BFU3A event cannot fill all the places available, the event can be thrown open to family and friends of members.
- 3) Where a member could only attend a meeting, group or outing with the aid of a carer, that carer may attend even though not themselves a member.

In these circumstances it should be pointed out that only U3A members are covered by U3A insurance.

*CM 1/5/2014, rewritten CM 29/11/2018*

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[CM indicates Committee Meeting date]

## FINANCE

### **F-1 Financial Reporting**

The Treasurer should submit a financial report at each Committee Meeting sufficient to enable Committee members to see the funds held and performance against budget. Reconciliation of Beacon against bank and PayPal balances should be presented from time to time.

At the end of the Financial Year, a financial statement must be prepared for the appointed Examiner. Once signed off this is to be incorporated into the AGM papers and used as the basis for the Annual Report to the Charity Commission.  
*[New draft by Treasurer]*

### **F-2 Financial Reserves**

The National U3A recommends that reserves should be sufficient to cover six months expenditure.

*CM1/5/14, abbreviated CM 29/11/2018*

### **F-3 Remuneration and Professional Tutors**

The U3A movement is a self-help organisation and therefore no Committee member, Group Coordinator or other Volunteer may receive any remuneration, other than reimbursement of approved expenses.

No fee may be paid to a member of ANY U3A, even if they earn their keep as a professional speaker or tutor. Reasonable expenses, such as travel, may be claimed.

It runs against the ethos of the U3A to pay tutors to help run a group, for example a Tai Chi teacher. However, recent advice is that this ruling may be relaxed if no alternative can be found and the benefit to members is deemed to warrant this exception. If a tutor is to be hired, it is essential to confirm that they have appropriate insurance and are clearly self-employed. This latter to ensure that the BFU3A cannot be held to be liable as their employer.

*U3A Finance Workshop 6/11/2018*

### **F-4 Committee Expenses**

Committee members may submit reasonable expense claims to the Treasurer. Even though some Committee members may choose to bear certain costs themselves, the principle should be that no Committee member should be out of pocket.

*CM 5/1/20`15, revised CM 29/11/2018*

### **F-5 Subsidies for Social Events**

Social events may be subsidised from BFU3A funds only if they are available to all members.

*Changed CM 29/11/2018*

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## **F-6 Group Finances**

Each group must manage its own finances and keep a complete record. Those Groups collecting money and incurring costs are to report to the Treasurer on a basis as specified by the Committee. Wherever practicable monies collected should be paid in to the BFU3A bank account with costs being invoiced to the Treasurer. The committee recommends that no group has more than £50 as a locally-held cash reserve. Group Coordinators should provide their members with a financial statement annually.

*CM 11/4/2013, rewritten CM 29/11/2018*

## **F-7 Grants To Interest Groups**

The Committee may provide a grant of up to £50 to new groups to help with start-up costs. Such a grant may also be made to an existing group, for example to help with venue hire to enable it to expand rather than close to new members due to lack of space in a member's home.

*CM 4/9/14, revised CM 29/11/2018*

## **F-8 Making Payments To Other Charities**

Charities must not pass their funds to another charity. Any collection for a charity, such as a raffle, must NOT go through the U3A accounts.

If a speaker wishes their fee to go to their chosen charity, it is better to pay the fee and let the speaker make that payment. If they will not do that, they should sign a disclaimer stating that the U3A donation is in lieu of or represents the speaker's fee. Alternatively, a collection bucket can be put out at the end of the presentation, so that members pay directly ie. it is never U3A money.

*U3A Finance Workshop 6/11/2018*

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## **Appendix 1: FIRE EVACUATION POLICY**

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See Separate Fire Evacuation Policy on the BFu3a website

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## **Appendix 2: VOLUNTEER POLICY**

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### **Definition of a Volunteer**

A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task or tasks at the direction of and on behalf of the organisation. This includes, for example, Committee members, Group Coordinators, News Editors, members of the Volunteer Group, Fire Wardens, First Aiders and BFU3A members when assisting with promotional events.

### **Volunteer Policy**

A volunteer policy shows that care and thought has gone into how BFU3A volunteers will be treated. It will also ensure fairness and consistency as ability to refer to a written policy means that decisions are not made on an ad hoc basis and that all volunteers are treated equally and fairly. A policy is also important from the volunteers' perspective as it ensures that they know what their responsibilities are, the expected standard of performance and behaviour as representatives of BFU3A and who to speak to if they have concerns.

### **Expenses**

We value volunteers and want to ensure that there are no barriers to volunteer involvement. All out-of-pocket expenses, if required, will be reimbursed including expenses for travel. In order to claim expenses, an expenses form must be completed and signed by a member of the Committee before being given to the Treasurer.

### **Support**

The Vice Chair, who is responsible for the Volunteer Group, or another Committee member in the Vice Chair's absence, will hold regular meetings with the volunteers to discuss any problems or issues that may arise.

### **Role of the volunteer**

BFU3A volunteers play a vital role in the smooth running of BFU3A, from sitting on the Committee, running Interest Groups, editing the Newsletter, preparing the Hall for the Open Meetings and clearing away afterwards, greeting new members and visitors as they arrive at the Meeting, administering the attendees Signing In Register, preparing and serving the refreshments, accompanying new members and visitors to the refreshment area and answering any questions about BFU3A membership that arise. Volunteers may also be called upon to assist at BFU3A promotional events. Those volunteers with specific roles will be made aware of and supported to reach and maintain the required performance standard.

### **Code of Conduct**

Volunteers bring energy and enthusiasm to their role and have a right to be treated with respect. Likewise, volunteers represent BFU3A and their conduct should be courteous and respectful of others at all times.

### **Insurance**



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The organisation has a valid Public Liability Insurance Policy which all volunteers are advised to read and there is also Home Insurance cover for members hosting BFU3A events e.g. Interest Groups, in their own homes – see website for details.

Volunteers should consult with their own Insurance Company regarding the extension of their personal liability and accident insurance to cover community volunteer work. There is an Accident Report Form on the website which must be completed should an accident occur.

## **Dismissal of a Volunteer**

A volunteer who fails to satisfactorily meet the required standard of performance or behaviour can be asked to stand down from their allotted duties once the volunteer has had an opportunity to discuss the reasons for this with the appropriate Committee member, usually the Chair or Vice Chair.

## **Resignation**

Volunteers may resign from their voluntary service at any time having given advance notice and a reason for their decision to the Vice Chair, or another Committee member in the Vice Chair's absence.GF