

Definition of terms used in the new U3A Start-up Procedure

We would all agree communication is the key to working together. To make sure we are all speaking about the same thing when working together supporting a new U3A, the following definitions may be useful:

Initial Enquiry

A member of the public contacting the national office to enquire about the possibility of a new U3A in their area.

Regional Initiative

A region may promote a new U3A in an area where there has been no request from a member of the public.

Cold start

Much the same as a regional initiative. It can originate from another source.

Pre-launch group

This is the small group of people who prepare for the launch meeting, arrange the venue and publicity. This can be members of the public as a result of an initial enquiry or members of a regional team or an existing U3A as part of the team. They do not become involved with the details of running the U3A at this stage. They will meet as many times as necessary before the launch meeting.

The Launch meeting

This is the first public meeting where the U3A is launched into the community. There should be no public meetings before this one. This meeting is covered by U3A liability insurance.

The Steering Committee

This committee is formed at the launch. At the launch, everyone has the opportunity to volunteer to serve on this committee. It should not be formed before the launch. The steering committee will serve until the first AGM. Members of the pre-launch group may volunteer to become part of this committee and often do.

The First Steering Committee meeting

This is held as soon as possible (preferably less than one week) after the launch. A Third Age Trust representative will be there to go through the Constitution and support pack. Officers will be appointed by agreement. The financial year will be set.

The AGM

The Annual General Meeting is at the end of the financial year. The first AGM will see the first election for the committee and officers.

The Financial Year

The first financial year begins as soon as the new U3A starts taking in money. Records must be kept. A new U3A can run a SHORT FINANCIAL YEAR or a LONG FINANCIAL YEAR depending on the time of year they start. Advice will be given on this at the first steering committee meeting.

The Inaugural meeting

This is the first meeting of the new U3A, usually a month after the launch. The new committee will organise this meeting, support will be available and they will run the meeting. At this meeting interest groups will be started.