

## **REPORT FROM SECRETARY TO NOTTS. NETWORK MEETING 20.07.16.**

I was asked to help with several tasks of Governance and I would like to update you on the following:-

### Review of the Notts. Network Constitution.

Thanks to Rosie Allen of Arnold U3A, Jan Bridgman of Nottingham & District U3A, Peter Hickling of Soar Valley U3A, other Officers and the Regional Trustee I can confirm that the Review is now complete. I will be sending official notification of the changes for approval at the October AGM.

### Election Procedure

I have updated the original Election procedure which is attached for approval by the Network.

**(Please see below)**

### Role Description

I have completed and agreed Role Descriptions for Officers which I only intend to circulate should there be an Officer vacancy. However if anyone would like to have a copy please ask.

Margaret Taylor, 20.07.16.

## **NOTTS. NETWORK OF U3As** **PROCEDURE FOR ANNUAL GENERAL MEETING IN OCTOBER**

This procedure should be read in conjunction with the current Notts. Network Constitution.

At least 30 days prior to the date of the Annual General Meeting, the Secretary will circulate the following information:-

1. Invitation to all members of the Network to attend the AGM
2. A list of the Network Officers showing terms of office. If any Officers are retiring at the AGM the Secretary will attach a Nomination Form, together with a copy of the Election Process, to enable any Committee member of a Network member U3A to volunteer for the vacancy.
3. Details of the two Representatives of the Regional Representative Council will be sent out. If either of the two Representatives are retiring at the AGM the Secretary will attach a Nomination Form, together with a copy of the Election Process, to enable any Network Member to volunteer for the vacancy.
4. A list of other vacancies within the Network will also be circulated.
5. Formal Notification of any changes to the Constitution with details.
6. Formal Notification of any changes to the Network Annual Subscription with details.

APPROVED BY NOTTS. NETWORK 20.07.16.