

COMMITTEE POLICY

1. The Committee is elected for the coming year at the AGM. The AGM is held before the November monthly meeting. (Monthly meetings are held on the 3rd Wednesday of each month).
2. The Committee comprises at least 5 and no more than 11 members, with a quorum of 4 members.
3. Principal officers are elected at the first Committee meeting following the AGM
4. Where the Committee deems appropriate then 2 co-options to the Committee can be made during the year following the AGM.
5. Meetings are held monthly at 2pm on the first Tuesday of the month. Currently the venue is the Community Centre at Eaton Park.
6. The Committee may appoint sub-committees to which it may from time to time, and for such time as it determines, delegate specific duties and functions as it thinks fit. Sub-committees shall report back to the Committee as soon as possible on actions taken under delegated powers.
7. It is expected that, having been elected (or co-opted), members will normally serve for the full 12 months following their election (or co-option).
8. It is appreciated that personal circumstances may mean this is not always possible and resignations will occur during the year
9. Where resignations do occur then 21 days notice is required.
10. Any information held electronically by a member who has resigned is the property of U3A Norwich and, in no circumstances, should be deleted. This includes emails, email accounts, information held on central drives or in the member's personal folder.
11. Similarly, any physical property is the property of U3A Norwich and should be returned to the Chair of the Committee as soon as the resignation has been tendered.

Approved by Committee 11 March 2020