



**SUBMISSION OF PROPOSED RESOLUTION FOR THE 2026 ANNUAL GENERAL MEETING OF
THE RADLETT AND DISTRICT u3a**

- Members who wish to propose resolutions for discussion at the AGM are requested to submit them in writing by Thursday 19th October 2026. They can only be accepted if they are proposed and seconded.
- A list of the proposed resolutions received for the AGM will be circulated to all members with the Agenda.
- **The proposer and seconder of a proposed resolution or an amendment must be present at the Annual General Meeting and be prepared to speak in support, otherwise it will be withdrawn.**

**SUBMISSION OF PROPOSED RESOLUTION FOR THE 2026 ANNUAL GENERAL MEETING OF
RADLETT & DISTRICT u3a**

Please print clearly

We would like to propose the following resolution:

.....

.....

.....

.....

.....

Proposer: Membership number

Signed Dated

Seconder: Membership number

Signed Dated

Please return to: Marion Curzon, The Secretary, Radlett & District u3a, Apartment 11, Lawn Manor,
Barnet Lane, Elstree, WD6 3FT



ELECTION OF EXECUTIVE COMMITTEE MEMBERS OF RADLETT & DISTRICT U3A FOR 2026/27

Nominations are invited for the following posts on the Executive Committee of Radlett & District u3a. **Any member of Radlett and District u3a can be proposed and seconded for any of the committee posts. Current committee members may not be the proposer or seconder, but are eligible for re-election within the restrictions of the constitution.**

- Chair, Outside Liaison and Almoner
- Vice Chair & Outings and Events Co-ordinator
- Secretary
- Treasurer
- Assistant Treasurer
- Study Group Co-ordinator
- Membership Secretary
- Webmaster
- Newsletter Editor
- Communications
- Venue Organiser & RUG's Co-ordinator

RADLETT & DISTRICT u3a - NOMINATION FOR EXECUTIVE COMMITTEE POST - 2026/2027 Please print clearly

We would like to nominate Membership no:

for the post of
for a period of 1 year until the next AGM election

This nominee has confirmed they are willing to stand Yes/No

Proposer: Membership number

Signed Dated

Secunder: Membership number

Signed Dated

Please return to: Marion Curzon, The Secretary, Radlett & District u3a, Apartment 11, Lawn Manor, Barnet Lane, Elstree, WD6 3FT by 12 noon on Thursday 19th October 2026

The email addresses quoted are those of the current incumbents - If you are interested in taking up one of these roles, and would like to discuss it, please get in touch with the relevant person.

Chairperson chairman@radlettu3a.org.uk

The Chairperson provides friendly and supportive leadership to the u3a, encouraging the Committee to work together effectively and ensuring that the u3a continues to meet the needs of its members within the demands of the Third age trust.

Help resolve any disagreements or concerns within the Committee or wider u3a in a fair, calm and constructive way, addressing issues as early as possible. Deal with day-to-day issues by phone or email. Provides the monthly newsletter.

Build good relationships with other u3a groups and u3a networks, attending network meetings and sharing ideas and good practice where appropriate. Above all, the Chairperson should help bring people together, encourage teamwork and create a positive environment in which everyone can contribute to the success of the u3a.

Almoner chairman@radlettu3a.org.uk

Send cards to any bereaved family, accidents or illnesses when made aware.

Vice Chair events@radlettu3a.org.uk

You will deputise for the Chair in their absence. To do this you will need to be familiar with all necessary committee procedures and able to assume responsibility at short notice, when needed. Work with the Chair to create a positive team environment. Act as a sounding board for the Chair and work together.

Treasurer treasurer@radlettu3a.org.uk

Receive, log, and bank all incoming funds, including membership subscriptions and Issue receipts for cash payments when necessary.

Verify, settle, and accurately record all authorized operational expenses, invoice payments (such as hall bookings or speaker fees), and equipment purchases approved by the committee. Keep financial records completely up to date, and produce annual accounts for submission to members and file with Charity Commission

Take full responsibility for compiling and submitting regular Gift Aid tax recovery claims directly to HMRC.

Assistant treasurer antheabricku3a@gmail.com

Record Keeping: Maintain accurate accounting logs for funds raised at monthly meetings, interest groups, and special events.

Banking Operations: Bank all cash and cheques collected promptly and issue appropriate receipts. Deal with all outing payments using the Sumup system. Act as a secondary signatory for cheques and verify electronic payments generated by the main treasurer.

Secretary secretary.radlettu3a@aol.com

Maintaining administrative files, drafts the agenda for the Committee

Takes minutes at the meetings including the AGM and circulates them

Receive, hold and file the annual nomination forms and resolution forms which are completed before the AGM. or Forwarding correspondence from outside bodies and enquiries to the appropriate committee member or study group leader.

Hold on file any accident report forms

Events Committee chair events@radlettu3a.org.uk

Taking on a committee of members to oversee each of our outings and distributing the organising of them (frequently 3 per month) to individual team members— budgeting booking tickets, organising coaches or other means of transport. Taking notice of the needs of the members (risk assessments etc) and reviewing their capabilities (difficult walking, inability to keep up etc) Having approval of main committee. Financial management and insurance compliance. Communicating with attendees of outings.

Membership secretary membership@radlettu3a.org.uk

The Warm Welcome (First Impressions count !) Reply to phone calls or emails from people thinking about joining. Explain how our u3a works, what groups we have, and how much it costs.

Be the friendly face at monthly general meetings. Have application forms ready, hand out membership cards, and make new members feel at home.

Collecting Fees: Receive membership sign-up fees and pass the money or banking details safely over to the Treasurer.

Gift Aid Tracking: Keep track of who has signed the Gift Aid declaration so our u3a can claim extra tax back.

The Annual Renewal Drive Sending reminders: Run the yearly membership renewal process by sending out friendly reminders via email or post. Update records when members move house, change phone numbers, or update their email addresses.

Webmaster webmaster@radlettu3a.org.uk

The Radlett & u3a webmaster deals with the monthly newsletter, renewals, AGM emails and some membership queries. Whilst it needs significant knowledge of IT usage, it does not require technical knowledge of coding etc – practical experience of Excel and Word with common sense is a good enough background. The current webmaster is happy to spend some time with the incoming person to handover the practicalities.

Group Co-ordinator alfabette@talk21.com

Produces the Group Forms for the members to add their names at the Monthly Meeting, and mans the table. This form will then be scanned and sent to the relevant group Leader. Reporting any news at the monthly meeting, allowing group leaders time to speak if required and always on the alert to add new groups.

Venue organiser u3asummers@gmail.com

Organises the Monthly meeting liaising with the venue (Metropolitan) re coffee, chair set out, parking etc
Runs the group of helpful volunteers (RUGS) with their jobs on the day.

Publicity Officer chairman@radlettu3a.org.uk

A new role requiring knowledge of interfacing with the press and social media.