

Dronfield and District u3a Annual General Meeting
10am Wednesday 14th October
Pre-Notification Notice

- **Purpose of the Annual General Meeting**

Our AGM is an opportunity to update members about DDU3a's achievements over the last year, present the annual accounts for members' approval and appoint Trustees.

All current Trustees will resign at the meeting in accordance with the terms of our Constitution and, if eligible, may be reappointed.

If you would like to become a Trustee, please see the Nomination Procedure below.

- **The Executive Committee**

Our Constitution requires that the Executive Committee consists of at least 5 and not more than 15 Trustees, who must be members of DDU3a. Up to 12 Trustees may be appointed at the AGM each year.

The Constitution requires that the following 'Officers' be appointed at the AGM: Chair, Treasurer and Secretary. The other roles we would like to fill are Membership Secretary, Groups Manager, Vice Chair and Minutes Secretary.

- **Nomination Procedure**

Any current member of DDU3a may nominate themselves, providing they meet the eligibility criteria defined by the Charity Commission.

If nominations exceed vacancies members will be asked to vote on the appointments.

If you wish to stand for election to the Executive Committee, please read:

A. What is a Trustee.

This gives an overview of the role of a Trustee. If you would like more detail or to discuss any of the roles on the Executive Committee, please do not hesitate to contact me.

B. Trustee Nomination Form

This includes information about the Charity Commission's Trustee Eligibility Criteria.

You will then need to complete the Trustee Nomination Form (Appendix B), either online or by returning it to the address on the form. If you are appointed to the committee, you will also be required to sign a Charity Commission Form confirming your eligibility.

All trustee nominations must be received by the Secretary no later than

5pm, Tuesday 15th September 2026

The Secretary, Dronfield and District u3a
c/o The Peel Centre, High Street, Dronfield, S18 1PY
Tel: 01246 900201

Appendix A

What is a Trustee?

Introduction

All members of the Executive Committee are Charity Trustees, responsible for governing DDu3a in accordance with its Constitution, ensuring that it is solvent, working together as a team assuming collective responsibility for the development of DDu3a and its members.

It is important to recognise that DDu3a is a small, though autonomous, part of a national network of u3as, all affiliated to the Third Age Trust (TAT).

DDu3a has an agreed set of policies, which Trustees must be familiar with and follow. Copies are available via the [Policies Page](#) of the website or on request from the Secretary.

Within DDu3a, all personal experience and time is given freely, for the benefit of the membership and the organisation.

Responsibilities

- Ensuring DDu3a is carrying out its purposes for the public benefit.
- Complying with DDu3a's governing documents and the law.
- Making sure DDu3a is accountable to members, Third Age Trust, and the Charity Commission
- Acting in DDu3a best interests.
- Managing DDu3a's resources responsibly.
- Acting with reasonable care and skill.
- Attendance at Monthly Executive Committee meetings.
- Willingness to get involved in DDu3a activities as required.
- Ability to use emails and Word or Excel documents or equivalent. Extra training can be given if necessary.

Appendix B

TRUSTEE NOMINATION FORM 2026-2027

According to Charity Commission regulations, to be a Trustee you must declare that you:

- are willing to act as a trustee of Dronfield and District u3a
- understand the u3a's purposes (objects) and rules as set out in its governing document, which you can read here: [Dronfield and District u3a Constitution](#)
- are not prevented from acting as a trustee because you have unspent convictions for specific offences, or are otherwise disqualified from standing for financial or non-financial reasons. You can read the full list of disqualifying convictions and reasons here: [Charity Commission Disqualification Reasons Table v3](#)

Printed copies of the u3a's Constitution and Charity Commission Disqualification Table are available on request from the Secretary.

All nominees must be current members of DDU3a.

Nominations may be submitted by following this link to the online [Trustee Nomination Form](#). Alternatively, please print and use the form below and return it to:

The Secretary, Dronfield and District u3a, c/o The Peel Centre, High Street, Dronfield, S18 1PY

Nominations must be received no later than 5pm on Tuesday 15th September.

I, _____ (print name)

Membership Number: _____

Wish to be considered for the position of:

☐ Chair	☐ Secretary	☐ Treasurer	☐ Groups Manager
☐ Membership Secretary	☐ Minutes Secretary	☐ Vice Chair	☐ Trustee

Signed _____ **Date** _____