

From the Exec

CLOSURE OF DRONFIELD & DISTRICT U3A

It is with great sadness, that following our Executive Committee meeting on 21/09/2026 attended by outgoing and incoming Committee members, the new Committee will begin closure procedures after the AGM **unless more Trustees can be found**.

We currently have just 7 members (out of 415) who have agreed to join the Committee, but it is simply not feasible to continue running with so few. Although nominations have closed it is possible to co-opt a further 8 Trustees to share the work and rescue DDu3a from closure.

Please don't just assume someone else will offer, can **YOU**?

Simply put, a Trustee's main responsibilities are

- To attend and participate in monthly Committee meetings (day and time TBC)
- To be collectively responsible for governance of DDu3a; managing how it is run, ensuring it is carrying out its purpose and managing members finances appropriately

NB. Providing trustees act responsibly and follow u3a procedures they are covered by the national u3a's indemnity insurance.

You will be aware that we also still need a **Secretary** if we are to avoid closure. Please see the role description below (which may work as a job-share) to see if this is something you could offer to do.

If you think you could help save our u3a by stepping up, please contact our current [Secretary](#), Karen Grad ASAP.

To be very clear, if we do not have enough Trustees before the AGM on 14th October, the new Committee WILL begin closure procedures.

SECRETARY ROLE

Routine Duties

- Check and respond to DDu3a emails.

Monthly Responsibilities

Executive Committee Meetings

- 11 days before the meeting: - Email Executive Members requesting their reports.
- Agenda preparation: - Compile the agenda using submitted reports and liaise with the Chair to finalise content.
- 3 days before the meeting: - Circulate all meeting paperwork to the Executive Committee and file copies in Master Documents on Google Drive.
- Take minutes at Executive Meetings and distribute them to the committee as soon as possible (if no Minute Secretary is available)

Monthly Member Meetings

- Notify Dronfield Council of room requirements, approx. 2 weeks before each Meeting

Annual Responsibilities

- Book rooms for Members' Monthly Meetings & Monthly Executive Committee Meetings (Invoices are sent directly to the Treasurer)
- Submit details of changes to Executive Committee membership to The Third Age Trust & The Charity Commission
- Liaise with the Membership Secretary to submit our annual membership numbers to TAT (April)
- Liaise with the Treasurer after the AGM to upload the approved accounts to the Charity Commission website (October)
- Coordinate with Dronfield Council regarding Remembrance Day wreath-laying.
- Liaise with Dronfield Parish Church regarding the Christmas Tree Festival.

AGM (July – September)

- Prepare the AGM agenda and supporting paperwork (largely updating dates and inserting current reports).
- Manage AGM communications: - Issue pre-notification / Handle nomination forms / Send final notice / Issue reminders as required
- Print and post all AGM paperwork to the members without email.
- Take minutes at the AGM (if no Minute Secretary is available).

Useful Skills

Confidence in producing and issuing emails, letters, agendas, reports, and minutes.

Written and verbal communication skills.

Ability to work collaboratively with the Chair, Treasurer, and wider committee.

Willingness to learn the Beacon system – training is provided

Useful Links

- [Latest Notices](#)
- [Monthly Meetings and Coffee Mornings](#)
- [Interest Groups](#)
- [Trips and Visits](#)
- [Our Contact details](#)