

BRIXWORTH & DISTRICT u3a

POLICY NO. 1 – THE COMMITTEE

Committee Meetings

There will be six meetings of the Committee each calendar year, and they will take place on the fourth Tuesday of January, March, May, July, September, and November, from 2.00 until 4.00 pm at The Brixworth Heritage Centre.

There must be at least six and not more than ten committee members.

The Secretary will be responsible for booking The Heritage Centre for the following year, during the autumn of the preceding year.

Roles and Responsibilities

The Roles and Responsibilities of the Officers and the Ordinary Committee Members are detailed in the National Office documents, details of which can be found online at www.u3a.org.uk.

Records

It is important that good records are maintained by Brixworth & District U3A, particularly where they relate to, but not limited to, Gift Aid and Her Majesty's Revenue & Customs, including the Fit Person Application, Declaration, and Application Letter. Copies of all such documents will be retained by the Secretary, together with copies of all Policies and Procedures, etc.

Expenses

Details of how Committee Members may recover legitimate expenses can be found on the next page, Brixworth & District U3A Policies, No 1A – The Committee Expenses.

The last date for submission of an expenses claim form for any financial year is the end of February each year, although monthly or quarterly submissions are encouraged throughout the year

No. 1A – THE COMMITTEE EXPENSES

At the Committee Meeting held on 27th March 2012 it was agreed that Committee Officers and Committee Members should be encouraged to make claims for certain expenses relating to their activities as Members of the Management Committee.

It is important to emphasise that claims can only be made by Committee Members working on behalf of and/or representing the main Committee which will be paid from Brixworth & District U3A funds.

This does not apply to Interest Group Leaders, who must make financial provision within their individual groups to cover their overheads and expenses.

As B&D U3A expands and develops, the duties of the Committee Members become more involved with the need to attend National, Regional and County Network meetings, sometimes involving travelling considerable distances.

B&D U3A is now in a well-established financial position, and therefore wishes to encourage the claiming of authorised expenses by Committee Members as follows:

- Private car mileage at £0.45 per mile
- Photocopying and printing at 10p per A4 sheet, and 50p per sheet for colour
- Telephone calls as 20p per call
- Public transport fares
- Meals and refreshments, where appropriate
- Overnight expenses, if appropriate and authorised in advance by the Treasurer
- Computer programmes relevant to Committee duties
- Postage costs
- Envelopes

Supplies of the Expenses Claim Forms, as below, can be obtained from the Treasurer.

BRIXWORTH & DISTRICT U3A
COMMITTEE EXPENSES CLAIM FORM
(Please note - Interest Groups must control their own expenses)

Car mileage whilst on Committee business
(National, Regional, Network meetings, conferences, etc.)

Journey from to

On (date)to attend

..... miles at £0.45 per mile £

Other (please specify and supply date)

.....
£.....

Total £.....

Signed, Print name Date