

Procedure for the Co-option of a member to Cheltenham U3A Executive Committee

1. When a member of Cheltenham U3A indicates that they are interested in being co-opted to the Executive Committee, they should be given as much information as is appropriate e.g. Cheltenham U3A's constitution, the Code of Conduct for U3A Trustees, descriptions of all the committee roles. They should be invited to attend the next committee meeting as an observer. This will give them the opportunity to find out how the committee works and will give members of the committee the opportunity to meet the prospective co-optee. NB If a confidential item is to be discussed, the observer should be asked to leave the room for the duration of that item.
2. If the prospective co-optee wishes to proceed, they should signify this formally by completing the attached form and returning it to the Secretary.
3. The Secretary should check that the potential co-optee is a current member of Cheltenham U3A.
4. The Committee should discuss the potential co-option at a committee meeting and if necessary, vote on the co-optee's suitability. All committee members should have had enough opportunity to assess the potential co-optee before this discussion takes place. The Secretary should then notify the potential co-optee of the committee's decision.
5. After co-option, the Secretary should perform the onboarding tasks required for a new committee member, including:
 - a. Send the co-optee details of the next committee meeting(s)
 - b. Issue the co-optee with a Committee Information Handbook
 - c. Ensure that the co-optee signs and returns the Fit and Proper Person Declaration.
 - d. Ask the co-optee to sign and return their publication permission.
 - e. Notify the Newsletter Editors to update the inside page of the next Newsletter
 - f. Notify the Webmaster, so that a contact email address can be created and so they can be added to the "committee" email address

Original Author: Heather Barrett
18/05/2017
Revision: Marion Collighan
25/11/2019

**CO-OPTION OF A MEMBER TO THE CHELTENHAM U3A
EXECUTIVE COMMITTEE**

To be completed by all prospective co-optees prior to their consideration by the Committee.

Name of prospective co-optee

(please print)

I agree to being considered for co-option to the Cheltenham U3A Executive Committee and am willing to serve on the Committee.

Signature.....

Date.....

Completed form to be returned to the Secretary.

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