



## Development Plan 2019/21

This development plan has been discussed and agreed at the CU3A Committee meeting on 28<sup>th</sup> November 2019.

It falls into two parts:

A -Development of our U3A

B- Development of Committee processes and procedures

The plan is intended to ensure that our U3A builds on its strong foundations, remains vibrant and plans for sustainability in an ever-changing world. The interests of the members are at the heart of our Plan.

### **Section A : Development of our U3A**

*Priority 1- Continue to ensure members can participate in as many interest groups as they wish to join. To do this we will:*

1. Ask for ideas for new groups from our membership
2. Encourage members to become group convenors to set up new groups
3. Provide guidance and support for our group convenors
4. Have a role of group co-ordinator on our Committee to support the convenors
5. Value our convenors through social events

Our Group Co-ordinator(s) will be responsible for taking forward this priority.

*Priority 2- Extend the means we use to communicate with our members, using social media. To do this we will*

1. Develop a Facebook presence and encourage members to use it
2. Keep our website up to date and relevant
3. Review and update our Newsletter
4. Encourage all our members to use email
5. Ensure members who do not have access to social media/email continue to receive updates and communications from us

Our Publicity/Newsletter coordinator and Webmaster will be responsible for taking forward this priority.

*Priority 3: Moving towards smarter(electronic) payment systems for membership and interest group events. To do this we will*

1. Explore the use and capacity of the Beacon system for membership payments
2. Explore how non cheque payments can be phased in

3. Ensure all members can continue to use their preferred payment method for at least the next 5 years

*Priority 4 – develop relationships with local suppliers and traders to offer discounts/benefits to CU3A members. To do this we will*

1. Talk to local traders and business to establish possibilities
2. Work out how such benefits can be offered to CU3A members

Our Chairperson and Vice Chairperson will be responsible for taking forward these priorities.

### **Section B: Development of Committee processes and procedures**

1 We propose to put in place policies and procedures in the following areas

- Safeguarding
- Disciplinary, grievance and complaints
- Finances

These will be published on the website once adopted by the Committee and reviewed on a three-yearly cycle

2 We make available Minutes of our meetings on request from the Secretary.

Our Secretary will be responsible for taking forward these proposals

3 We will develop short descriptions which set out the roles of members of the Committee and other roles within our CU3A

All Committee members will write a description of their role.

4 We will plan for the future sustainability of the Committee including inviting members to observe our Committee meetings from time to time.

Our Chairperson and Vice Chairperson will plan for this, with support from all Committee members.