

UP HOLLAND & DISTRICT

U3A

STRATEGIC PLAN

Possible risk	Risk H/M/L	Impact H/M/L	What do we need to do?	How?	Lead Member
<u>Loss of Key Volunteers</u> – experience and skills lost. Committee members (including officers)	H	H	Ensure members’ awareness of the need for committee members/Trustees. Ensure new members are given opportunity to express an interest in joining the committee.	Publish information updates (& appeals) in newsletter, website and at meetings. Monitor the forms completed by new members & report back to committee. Make contact with potential committee members. Issue questionnaire at new members meetings.	ALL
			Consider SGM if no volunteers for Officer posts at AGM. Update role descriptions when required. Encourage members to attend committee meetings as visitors	Consult with NW Region for support, set date, inform members if needed. Ensure roles are clear to future volunteers	SC /SJ
Group Leaders	M	M	Encourage all members to volunteer as Group Leaders	Clear explanation of what is needed. Ensure support is available.	Chair/Secretary Secretary ALL ALL DW

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• Others	M/L	M/L	Ensure all members are aware of the ways they may provide support and help our U3A to thrive (RUG) Raise awareness at meetings for new members	Clear explanation of the support roles needed. Summary of role on website	ALL DW SC/SJ
• ALL	M	M H	Hold welcome meetings for new members/volunteers. Annual induction meeting for new Trustees/Group Leaders Encourage all members to attend courses run by Third Age Trust and NW Region	Ensure these are planned and repeat when appropriate. As and when appropriate (July) Encourage all members to sign up for the national and regional newsletters	VG/NS/SC/SJ Secretary ALL

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<u>Lack of Vibrancy</u> No new groups forming/waiting lists too high.	M	H	Continue to encourage the formation of new groups. Raise the profile of learning activities including short term activities e.g. 4 week cycles. Maintain awareness of group waiting lists Encourage all U3A members to offer support.	Maintain teams with responsibility for: ❖ waiting lists/new groups ❖ communication, publicity ❖ membership ❖ Really Useful Group Monitor waiting lists.	All led by: DW VG SC/SJ ALL
	H	H	Raise the profile of our U3A to encourage new members. Encourage vibrancy.	Monitor membership numbers. Advertise in local area. Consider involvement in National recruitment campaign. Use of Blue Book, ideas from Network or other U3As.	DW ALL SC/SJ ML/BB DW
	M	H	Establish new Publicity team. Review of website content	Ensure webmaster and newsletter editor involved	ML/BB

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<u>Loss of Premises</u> - St Teresa's - Other venues	M	H	Maintain contact with St Teresa's Social Club Committee		Chair/Secretary VG/BT DW/BBi
	M	L	Use of other large halls in local area reviewed. Allocate use of contingency fund if needed. Ensure Group Leaders and members are aware of alternative accommodation.	Consider - St James, Orrell, St Mary's Billinge. Holland Hall. Dean Wood Golf Club Investigate emergency use of the church. Maintain accommodation register including potential venues.	
<u>Finance</u> - Insufficient funds - Unallocated funds becoming excessive	L H	H } L }	Maintain contingency fund at an acceptable level	Review financial procedures annually. Monitor budgets and plans & provide monthly summary report to committee. Continue to develop new initiatives e.g. financial support for groups &, where necessary, replacement of vital equipment,	ALL AH/PO All Trustees
<u>Loss of assets</u>	L	M	Maintain Asset Register Store assets securely where possible.	Review and update register when necessary but at least annually. Regular agenda item for GL meetings	BT

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<u>Data Protection</u>	L	H	Ensure membership data is held and used within the provisions of GDPR. Review and revise Beacon access rights ensuring access is restricted to Trustees and Beacon admin staff.	Review policy and procedures regularly in line with Policy review schedule. Allocate dedicated laptops appropriately. Maintain Data Protection Agreement file. Revise annually. Access meets National guidelines	ALL BT VG/ML
<u>Health & Safety</u>	L	H	Ensure Risk assessments are conducted for all new activities and projects to ensure they are in line with Health & Safety Regulations Appoint Fire Wardens. Fire Wardens allocated to designated areas to check in case of fire at Coffee mornings and Speaker meetings.	Review policies and procedures in line with Policy Review Schedule. Maintain and review Risk Assessment information in handbooks. Raise awareness at Group Leader meetings. All aware of the designated areas: Front entrance /ladies' toilets SC/SJ/ML/Welcome Team Member Men's toilets AH/LH/MW Kitchen area PO/Refreshment Team member, Tai Chi Leader Snooker Room & Lounge KG/MC/EQ/DW Storeroom and disabled toilet BB/DH/JT/AW/ST Reserves to cover any area BT/NS/VG	ALL BT ALL

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<u>Procedural and systems documentation</u>	L	H	Maintain properly documented policies and procedures and ensure they are appropriate and subject to regular review.	Regularly review all procedures and policies in accordance with the schedule Discuss procedures at GL and Committee meetings when necessary.	BT
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VG – Val Garner
SC – Stella Connor

NS Neil Stevenson
MZ – Maz Logan

AH – Alan Hough
BB – Barb Beesley

PO – Pauline Occleshaw
BBi – Brenda Bibby

BT - Beth Turton
MC – Mike Crickett

DW Dorothy Walls
JT - John Taylor

SJ – Sue Jones
AW – Allan Ward

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