Guidance Notes for New Committee Members

Thank you for volunteering to join the Hu3a Committee and taking on the responsibility of helping to ensure that Hu3a is properly managed and run. This is an important role and one which the Committee takes very seriously.

As a Committee member you automatically become a Trustee of Hu3a (in fact, in official documentation like the Hu3a Constitution, the terms are interchangeable). This does entail taking on certain responsibilities shared by all Committee members but, in all honesty, these are not particularly onerous, being largely concerned with ensuring that Hu3a is managed openly and honestly. However, if you have a concern, however small or insignificant it may seem, please be sure to share it with the Chair and/or your colleagues, so that the matter can be addressed and resolved quickly.

Principal Trustee Responsibilities

- Trustees are responsible for the governance of Hu3a including directing how it is managed and run;
- Trustees must make sure that Hu3a is carrying out the purpose for which it is set up and that all resources and funds are used only in furthering its charitable objectives;
- Trustees are responsible for ensuring that Hu3a fulfils its charitable objectives and does not stray beyond them.
- Trustees collectively are responsible for the safe custody of members' money. Further details can be viewed in the Policy Statement: Finance Matters on the Hu3a website.

Indemnity Insurance

Hu3a Committee members are covered by Trustee Indemnity Insurance provided through the Third Age Trust. The insurance protects u3a Trustees both individually and as a board, against a genuine mistake or error of judgement providing that they have acted responsibly and followed their u3a's constitution. Where this is deemed not to be the case, Trustees risk being held personally responsible and not being covered by indemnity insurance. Trustees should also be aware that even if an allowable claim is made, an excess will apply. The indemnity insurance will not cover criminal acts.

Data Protection

As an Hu3a Committee member you will be given access to the Beacon u3a management database and accorded a level of access privileges appropriate to your Committee role. Proper management of the personal member information available on the Beacon system is an important issue and Hu3a Data Protection principles must be observed at all times.

Important Additional Reading

U3a Trustee Responsibilities (available on the Members Area/Support for u3as page of the central u3a website)

Also, Hu3a Committee members should be aware of the Policies and Procedures governing its management which can be viewed via links on the Organisation page of the Hu3a website. In particular:

- Hu3a Constitution (particularly Part 2)
- Personal Data Privacy Notice
- Financial Matters
- Member Code of Conduct

Approved by Hu3a Committee: October 2025