

## Setting up a New U3A - First Meeting

The Network committee is ready to assist you to organise this meeting and can provide a speaker to explain what U3A is about. Presentations by other U3A members could demonstrate possible class activities. For the Public Meeting itself, you must organise it well so that it will run smoothly.

Things to consider are:

1. Explain clearly what your aims are.
2. Arrange a speaker from another U3A who can talk about the aims, objectives, and operations of a U3A. Try to find one who is reasonably close to your community.
3. Elect a steering committee from those who attend the meeting, and arrange for them to start meeting regularly soon after the meeting.
4. Record names and addresses of all persons attending who show interest in joining, and, if possible sign up as many as possible, both to capture the moment, and to give the fledgling body some income, once the committee has met to set a membership fee for the first year.
5. Prime objectives of the steering committee should be to organise a few courses to start as soon as possible, and suitable venues for them, so that the initial impetus is not lost. Your Regional Council or local schools are the best places to start looking for venues, as both control suitable venues that are often under utilised or unused. U3A Network Queensland have signed a Memorandum of Understanding (MoU) with the Local Government Association of Queensland (LGAQ) which could prove invaluable in dealing with your local Council.