

## Setting up a New U3A - Getting Up and Running

With your Public Meeting behind you, and confident that you have sufficient support for a potential viable membership, you must start making the decisions that will shape your U3A. Involve as many people as possible in the decision-making.

The more volunteer workers you can attract from your membership, the better placed your U3A will be for development as they will quickly appreciate that it is a self-help organisation, and they will get more out of it by putting more into it.

Before you go any further, you now need to call a General Meeting of members so that they can democratically elect your first formal Committee. You will need to call for nominations for executive positions:

- President
- Vice-President
- Secretary and
- Treasurer

You will also need a number of general Committee members who may agree to take on certain roles to help your U3A function, eg., a Tutor Co-Ordinator, a Membership Secretary, etc.

Because this is the first election of officers, and some people are already running the Steering Committee, it is quite likely the newly elected Committee will be the same as the existing Steering Committee, but it does not have to be. The important issue is that the Committee must be democratically elected from among the membership. Remember that you must not only do things correctly but must be seen to be doing so.

Be meticulous in your dealings, both with your members and with the general public.