

**Governance Guidelines**

**COUNCIL**

- i. Council's approach to the management of U3AC is to encourage co-operation and mutual respect between staff and Council members.
- ii. Staff management is delegated to the Office Manager, who reports to the Chair.
- iii. Day to day management of U3AC is the responsibility of the staff, who take operational decisions within the framework of decisions, policies and guidelines agreed by Council.
- iv. The Office Manager will be invited to attend Council meetings, apart from any reserved business items.
- v. The Council has a number of sub-committees, usually known as committees
- vi. The role of Council's committees is to advise Council on matters within their remit, and to recommend policies to Council for discussion and adoption if approved. Committees should be consulted before any major decisions are taken on matters within their purview.
- vii. Council should work with staff in the delivery of the aims, objectives and remit of the U3AC. Should any issues arise across areas of responsibility it is expected that these will be resolved between individuals. However should the need arise, matters will be referred to the Chair for resolution.
- viii. In order for meetings to be conducted efficiently, Council members should inform the Chair before the meeting if they wish to raise a specific item for discussion, so that it can be placed on the agenda. Similarly, should the Chair want a member to speak to/introduce a specific item, he/she should give sufficient notice of this.

**COMMITTEES**

- i. Each committee must have terms of reference within which to work. These must be agreed by Council.
- ii. Committees should normally consist of a maximum of four people. The chair should be elected by the members of the committee for one year at the meeting following the AGM. If the chair is unable to attend a meeting, one of the other members should undertake that role for that meeting.
- iii. It is open to both committee chairs and the Office Manager to request that a member of staff attend meetings for specific agenda items.
- iv. To facilitate a shared understanding of issues, it is recommended that chairs of Council's committees should, before each meeting of a committee, discuss appropriate items on its agenda with the Office Manager. They should also ensure that following each meeting, the Office Manager is made aware of outcomes from the meeting.
- v. A brief report from each committee should normally be part of the agenda of each Council meeting. (There may be some occasions when a subcommittee has no business to report.)

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