

u3a Deceased Member Process

A Committee member has been allocated as the Welfare Co-ordinator for Thornbury u3a – Currently Loraine Grove

Welfare Co-ordinator details have been added to website contacts

Any committee member notified of a members death should inform the Welfare Co-ordinator and the Membership Secretary

Group Leader action in the event of a member dying

Advise Welfare Co-ordinator and Membership Secretary

Notify your group members

Update the Group records on Beacon (ask Membership Secretary to do this if you do not use Beacon)

Reallocate any Group tasks previously undertaken by the deceased member

Action by person taking over in the event of a Group Leader dying

Advise Welfare Co-ordinator and Membership Secretary

Advise Group Coordinator

Update the Group Beacon records (ask Group Coordinator / Membership Secretary to do this if Beacon not used)

Welfare Co-ordinator Actions

In the event of any member becoming seriously ill or passing away the Welfare Coordinator will:

- **Send condolence messages to relatives as and when appropriate**
- **If requested by family of deceased obtain numbers of u3a members attending funeral**

- **Inform the Membership Secretary in the event of the death of a member**
- **Keep the Group Co-ordinator informed of the illness / death of a member so that appropriate Group Leaders are kept informed of the illness or death of a member of their group.**

Membership Secretary Action

1. **Remove deceased members name from Beacon records**
2. **If a GL or committee member died, advise Webmaster to amend Redirects and any web entry**
3. **If GL died, advise Group Coordinator to amend Group Detail Records**
4. **Advise Group Coordinator / Equipment Coordinator to arrange reallocation of any equipment held by deceased member and update equipment list**
5. **Deceased members are reported in each newsletter. Notify newsletter coordinator of the deaths that occur between each edition prior to cut off date.**

Benefits of having a Welfare Co-ordinator

1. **Have a point of contact so that any u3a members can raise issues connected to welfare and accessibility in order to increase involvement and enjoyment**
2. **Support for members with hearing impairments, visual impairments and mobility issues at AGM & open meetings, as well as being able to access the interest groups they wish to join.**
3. **Be a single point of contact for members and family of members to inform u3a of illness, deaths and bereavements.**
4. **Keeper of best wishes/condolence cards to send from the committee to members or members families as appropriate.**

Proposed change to contact page on our u3a website

| Photo if available | Name | Post Holder / Contact | Tel | Contact for |
|--------------------|----------------|--------------------------------------|-----------------|--|
| | Roger Steer | Chair | 01454 294371 | Major u3a policy concerns. Dissatisfaction with procedures or assistance received |
| | Sue Bilson | Treasurer | 07968 561019 | Payment & reimbursement queries |
| | Pat Wells | Secretary | 01454 850379 | General u3a queries. Queries about u3a policies. Enquiries about general meetings and meeting agenda/minutes |
| | Pat Light | Membership Secretary | 01454 412260 | All Membership enquires, any amendments required to membership data e.g. email address |
| | Lorraine Grove | Welfare Co-ordinator | 07454 636080 | Accessibility enquires, Notification of member illness/bereavement/deaths |
| | Helen Moszoro | Group Coordinator | 01454 528236 | Group enquires, new group set up, group leader changes |
| | Steve Wells | Beacon Administrator | 01454 850379 | Beacon technical/login issues |
| | Peter Rendell | Website Manager | 07792 364546 | Website amendments/additions to group information |
| | Rita Goss | Committee member | 01454 417749 | |