

HOSTING A REGIONAL MEETING CHECKLIST

When taking their turn at hosting a meeting, a U3A is responsible for the following tasks:

The date and place of the Regional meetings are to be negotiated annually at the last meeting for the year.			
	Who	When	Completed
Liaising with the DSO (Development and Support Officer) dso@u3avictoria.com.au			
Issue the formal invitation and ask for agenda items (4-6 weeks prior to agreed date)			
Send draft agenda to all members (three weeks prior to agreed date) Include an RSVP one week for catering purposes Include address and parking details			
Chair and minute the meeting			
Catering on the day			
Taking some group photographs			
Writing a brief report on the meeting for use in any of the following possible ways : Local U3A newsletters and websites, local community newspapers, making an oral report at Network Council, written report for the Network Bulletin, Newsletter and Website;			
Distributing the minutes and report			
Follow up on any recommended actions from the meeting			