

U3A in Bath

Keeping contact details for your group members

1. This should be the responsibility of one person in the group, not necessarily the convenor.
2. Please keep this information up to date
3. Please check membership cards each year after renewal in October and send or email a list of members and numbers to the Business Secretary by the end of the year.
4. It is good practice to share this information with all members of the group, but check with people first before doing so.
5. It is also recommended that you keep a register of attendance, this is useful if you have a waiting list and may have some members who frequently don't turn up.

Name	U3A number	Address	Phone No.	Email

AKB/March 2016