

Short Notice Cancellation Policy

Barnsley & District u3a

In the event of severe weather or other unplanned or unexpected events necessitating the cancellation of the **monthly meeting or individual group meetings**, the following procedure will apply:

Action by the Committee:

The Chairperson or Vice-chairperson will email the committee and co-ordinators to inform of the cancellation of the monthly meeting and/or all activities

The Monthly Meeting Co-ordinator will cancel any visiting speakers and The Priory Centre will be informed of the cancellation of the meeting

The Webmaster will update the Home Page of the website with the announcement of the cancellations/restrictions.

Action by Group Co-ordinators:

Coordinators will contact their members by the best available means to inform their members of the cancellation of their activity.

Notice to Members:

In the event of severe weather forecast, conditions, or other disruptive events, please check the Bu3a Website Home Page for an announcement

Please also check for emails or answerphone messages from your group coordinator or contact your coordinator for information on the status of meetings

u3a	Short Notice Cancellation Policy	Barnsley u3a
Version	Description of changes	Date
1.0	New Policy	January 2024
2.0	Changed from Cold Weather Policy to Short Notice Cancellation Policy and to include unplanned, unexpected, or disruptive events.	March 2024 at the Executive Committee Meeting.