**Westerham** **U3A**

**Skills and experience survey 2018**.

**Everyone can play a part**

The unique self help ethos means that U3As are only successful and sustainable if members are willing to offer their services. So we would like to find out a bit more about you and identify the skills and experience you have which would not only benefit Westerham U3A but also you as an individual to make the most of your abilities.

Completing the survey is not compulsory but we would be most grateful if you could take a few minutes to do so. Thank you.

**Name:................................................ Tel:...................................................**

**Email address: ............................................................................................**

**Which U3A groups or activities do you attend regularly? Or are you a new member?...........................................................................................................**

**...........................................................................................................................**

**.........................................................................................................................**

**Tick the statement which most applies to you.**

**.....** I would be most happy to be involved with running U3A.

..... I am busy currently but would be happy to be involved in the future.

..... I would be prepared to help out occasionally.

..... I would not like to be involved in the running of U3A.

**Which of the following skills or areas of experience do you feel you possess? Please circle the ones that apply to you.**

Financial skills IT and technical skills. First aid skills

Practical skills e.g. arranging trips, refreshments, raffles etc

Organisational experience e.g. trips, events

Admin skills e.g. record keeping. Experience of committee work

Communication skills (oral / written). Experience of minute taking

**Might you help in any of the following? Please tick any that apply.**

..... Meeting and greeting new members?

..... Setting up technical equipment at Open Meetings?

…. Maintaining our website

….. Sending the e-newsletter

**Are there any interest groups that you would like to set up?**

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**Are there any short courses you feel you could lead?**

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**Thank you for taking the time to complete this questionnaire. Please hand it to any member of the committee or post to**

**Tina Rhoda, South View, Old Lane Tatsfield TN16 2LJ**

**Alternatively you can access the form online at**

[westerhamu3a.org](http://westerhamu3a.org)

**and email to**

**westerhamu3a@hotmail.co.uk**