

Procedures following the death of a Stafford u3a Member

- A group leader becoming aware of the death of a member should notify the Membership Secretary (or Beacon Administrator) in the first instance
- The membership secretary (or Beacon Administrator) will alter the membership record to “deceased” While doing this they will check to see in which groups the deceased member is listed as being a member
- Membership Secretary (or Beacon Administrator) will notify the Almoner of the death so that a condolence card may be sent
- Membership Secretary (or Beacon Administrator) will notify the leader(s) of any group(s) to which the member belonged informing them of the death and asking them to remove the member from their membership list.

There have been a number of instances where Emails have inadvertently been sent to deceased members. This can obviously cause distress to family members, so it was thought useful to lay down procedures which might prevent this occurring as far as possible.

Stafford u3a Committee April 2024

Current post holders as at Feb 2026:

Membership Secretary and Almoner: Dave