

Policy for dealing with the death of members

Typically the Chair or membership secretary will receive notification of the death of a member and this policy suggests the course of action to take under various circumstances.

Notification is usually sent by the partner or a relation of the deceased although it may come by word of mouth.

In all cases the membership secretary should mark the member as deceased from the database and remove their email address. The Chair should send condolences on behalf of Farnham u3a.

If the deceased was well known (an active participant in several groups, a volunteer, Group Leader or committee member for instance) and was a very recent or current member consider sending a note to all members.

If the person notifying the death requests that members are invited to attend a service of remembrance then either include the details in the all-members note or send to the group leaders of those groups in which the member was a participant.

If the deceased was not a recent (last 2 years) member then express condolences on behalf of Farnham u3a and thank the sender for the notification.

Owner	Secretary
Last updated and approved	Feb 2025
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