

| Manning Valley U3A Inc.   | Committee Roles & Responsibilities (This version 21 June 2019)  |
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| Position  | Responsibilities  |
| <b>Committee member</b><br>All roles  | <ul style="list-style-type: none"> <li>Attend all Committee meetings. If unavailable, apology to be sent to Secretary prior to meeting</li> <li>Read all documents presented prior, during &amp; after meetings; respond to them if requested</li> <li>Participate in Committee discussions &amp; assist the Committee to respond promptly to issues raised</li> <li>Attend &amp; assist at all Manning Valley U3A events where possible</li> <li>Make class visits where possible</li> <li>Respect the privacy of members &amp; other members of the Committee and any confidential personal &amp; management information which is disclosed to them</li> <li>Provide a briefing to their successor in the role about the role</li> <li>Prior to a member leaving committee all relevant records are to be collated &amp; passed on to the Secretary; any Manning Valley U3A key/s &amp; /or equipment must be returned to the Secretary promptly</li> </ul>   |
| <b>President</b><br>To give leadership to both the committee & members; to achieve the aims & objectives of Manning Valley U3A within the framework of the constitution | <ul style="list-style-type: none"> <li>Chair all meetings</li> <li>The Chair is to remain neutral in all debates, but may exercise a casting vote as approved under the Constitution</li> <li>Resolve issues concerning the administration of Manning Valley U3A</li> <li>Make executive decisions concerning Manning Valley U3A, keeping within the best interest of members &amp; the Constitution</li> <li>Approve budgets and expenditure in consultation with the Treasurer &amp; Secretary</li> <li>With the Programs Officer, ensure any rental contracts are signed for the new financial year</li> <li>Contribute to the annual report of the Manning Valley U3A</li> <li>Address correspondence relative to Manning Valley U3A which is not dealt with by the Secretary</li> <li>Address the media &amp; public on issues concerning all Manning Valley U3A events and issues in consultation with the Publicity Officer</li> <li>Represent the Manning Valley U3A &amp; members at external meetings or functions unless otherwise delegated at a Committee meeting</li> <li>The President may delegate some or all functions if permitted by the Constitution</li> <li>Liaise with U3A Network - NSW and other U3A branches</li> <li>Provide report for each committee meeting</li> </ul> |
| <b>Vice President</b><br>To carry out all the responsibilities of the President when is not available   | <ul style="list-style-type: none"> <li>Act as the President in the absence of the President, including running meetings</li> <li>Carry out responsibilities delegated by the President</li> </ul>   |

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| <p><b>Secretary</b><br/>         To create &amp; maintain accurate records of Manning Valley U3A business. Collect, record &amp; address any communication received by Manning Valley U3A by any means</p>   | <ul style="list-style-type: none"> <li>• Collect, distribute &amp;/or act on all communication, received by any means in consultation with the Committee</li> <li>• Arrange the time, date &amp; venue of all U3A meetings; advise all persons eligible to attend, in the required format &amp; with the necessary notice</li> <li>• Set &amp; distribute the Committee meeting agenda, in consultation with the committee</li> <li>• Keep accurate minutes of all Committee meetings &amp; distribute copies of minutes to Committee members prior to next meeting</li> <li>• Maintain the official Minute records, ensuring that the official minutes are signed as a true &amp; correct record</li> <li>• Ensure all minutes &amp; records of Manning Valley U3A, including incorporation, insurance, registration details are held in a safe &amp; secure place</li> <li>• Email the Webmaster a PDF of approved policies, Committee &amp; AGM Minutes for placement on the Manning Valley U3A website</li> <li>• Coordinate the Manning Valley U3A Calendar/Year Planner in consultation with the Committee</li> <li>• Create &amp; maintain a key register of all keys held by members to venues &amp; other facilities used by Manning Valley U3A</li> <li>• Create &amp; maintain an equipment register of all equipment belonging to Manning Valley U3A lent to or held by members</li> <li>• Contribute to the annual report of the Manning Valley U3A</li> <li>• Call for &amp; receive nominations for all Committee positions</li> <li>• Where voting is required, arrange a Returning Officer if directed, otherwise ensure that Constitutional requirements have been met &amp; that nomination &amp; voting papers are provided as required</li> <li>• In consultation with the Treasurer, ensure that Insurance policies for Manning Valley U3A are current</li> <li>• Liaison with U3A Network - NSW and other U3A branches</li> <li>• Provide report for each committee meeting</li> </ul> |
| <p><b>Assistant Secretary</b><br/>         To carry out the responsibilities of the secretary when not available</p>   | <ul style="list-style-type: none"> <li>• Act as the secretary when the secretary is not available</li> <li>• Carry out responsibilities delegated by the secretary</li> </ul>   |
| <p><b>Treasurer</b><br/>         To maintain the financial records of the organisation including the preparation &amp; presentation of monthly &amp; annual accounts; the control of all income &amp; expenditure; &amp; the financial probity of Manning Valley U3A</p> | <ul style="list-style-type: none"> <li>• Maintain proper financial records in accordance with the needs of Manning Valley U3A &amp; any relevant regulatory requirements</li> <li>• Ensure financial records are suitable for audit &amp; liaise with auditor as required</li> <li>• Be responsible for the receipt, recording &amp; reconciling of all incoming monies. Bank all incoming monies other than direct deposits</li> <li>• Pay all accounts when due &amp; keep appropriate hard copy records</li> <li>• Collect &amp; reconcile bank statements</li> <li>• Manage bank accounts &amp; ensure that signatories are recorded</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Ensure safe custody of all monies &amp; account books</li> <li>• Provide assistance &amp; guidance to the President &amp; Committee on financial matters as required</li> <li>• Maintain an asset register of all assets worth more than \$250</li> <li>• Contribute to the annual report of the Manning Valley U3A</li> <li>• Provide financial report for each committee meeting</li> </ul>   |
| <b>Programs Officer</b><br>To support class leaders & liaise between class leaders and the Committee  | <ul style="list-style-type: none"> <li>• Seek out prospective class leaders &amp; provide information about classes</li> <li>• Provide Newsletter Editor with up to date class information</li> <li>• Assist new class leaders set up their classes</li> <li>• Prepare timetable for each term &amp; provide PDF for Newsletter Editor</li> <li>• Approve purchases for classes</li> <li>• Keep a detailed account of monies spent</li> <li>• Visit each class at least once a year</li> <li>• Keep current list of venues and contacts</li> <li>• Ensure Class Leaders are aware of booking arrangements &amp; their responsibility in advising cancellations</li> <li>• With the President sign rental contracts for a new financial year</li> <li>• Ask Class Leaders for class news or feedback</li> <li>• Book venues for enrolment days, guest speaker talks, meetings</li> <li>• Provide report for each committee meeting</li> </ul>   |
| <b>Membership Officer</b><br>To process applications from new & renewing members, ensuring that the correct fees are paid. To maintain up to date records, providing current membership lists & statistics to committee members as required | <ul style="list-style-type: none"> <li>• Maintain a membership database, including regular backups of all data</li> <li>• Maintain the database security of all personal information to prevent outside sources obtaining the information for personal gain</li> <li>• Maintain a list of current members. Forms should be kept for a further twelve months to manually verify membership details</li> <li>• Pass on any monies received with applications to the Treasurer</li> <li>• Print badges &amp; issue to new members as part of the 'New Member's kit'</li> <li>• Provide PDF of enrolment form for Newsletter Editor</li> <li>• Arrange mailing of newsletter, enrolment form &amp; timetable as required. Ensure they are marked 'postage paid'. The newsletter/enrolment form/timetable to be posted at least ten days before enrolment day</li> <li>• Generate mailing labels for members receiving printed newsletters</li> <li>• Send bulk newsletter email to members receiving their newsletters electronically, using <i>bcc</i> field to keep addresses private</li> <li>• If requested, check that people attending classes are financial members</li> <li>• Manage the process of enrolment at Manning Valley U3A events</li> <li>• Follow up on comments that appear on application forms</li> <li>• Prepare &amp; distribute class rolls</li> <li>• Provide report for each committee meeting</li> </ul> |
| <b>Newsletter Editor</b><br>To edit & produce a newsletter prior to the commencement of each term   | <ul style="list-style-type: none"> <li>• Ensure a calendar of meetings/social events is included</li> <li>• Contact the President for a report</li> <li>• Organize items to be published - short stories, reports, poetry, jokes, new classes, etc. in consultation with the Committee</li> <li>• Obtain photos from various sources</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Ensure photos of members denying use of their photographs in publicity are not used</li> <li>• Have the newsletter ready for printing in PDF file; obtain PDF of enrolment form &amp; timetable then send all to printer</li> <li>• Pick up the printed newsletters, enrolment forms &amp; timetables</li> <li>• Email a copy to the Webmaster for publication on the Manning Valley U3A website</li> <li>• Provide report for committee meetings as required</li> </ul>  |
| <b>Copyright Officer</b><br>To ensure the Manning Valley U3A members and leaders comply with the law, Copyright Act 1968, as it relates to the use of intellectual property in all U3A activities | <ul style="list-style-type: none"> <li>• establish practices to ensure compliance with the law</li> <li>• Keep up to date &amp; inform members of any changes to the law or practices as it relates to U3A</li> <li>• Is the appropriate contact with whom to raise concerns over whether or not material can be used and any alleged or potential copyright infringement</li> <li>• Provide feedback for committee meetings as required</li> </ul>  |
| <b>Publicity Officer</b><br>To promote Manning Valley U3A & its activities  | <ul style="list-style-type: none"> <li>• Liaise with staff at local media outlets (print, radio, TV, other) &amp; submit regular articles/photos/publicity for publication</li> <li>• Attend social activities &amp; submit media articles/photos before &amp; after events. Organise a stand-in if unable to attend</li> <li>• Take photos of classes in action or their work; encourage class leaders to keep you informed</li> <li>• Forward information to webmaster &amp; newsletter editor</li> <li>• Encourage members to submit profiles, stories, poems or photos for the newsletter</li> <li>• Keep photo file on computer</li> <li>• Arrange for a member to act as photographer for special events</li> <li>• Ensure photos of members denying use of their photographs in publicity are not used</li> <li>• Organise flyers for expo, enrolment days; arrange delivery to libraries &amp; community centres, medical practices, shopping centres etc</li> <li>• Maintain the Manning Valley U3A noticeboard in the Manning Uniting Church</li> <li>• Provide report for each committee meeting</li> </ul> |
| <b>Public Officer</b><br>To provide an official point of contact for an Incorporated association  | <ul style="list-style-type: none"> <li>• The Public Officer does not have to be a committee member</li> <li>• Notify NSW Office of Fair Trading (NSW OFT) of any change in the association's official address within 28 days</li> <li>• Return Annual Summary of Financial Affairs to the NSW OFT</li> <li>• Ensure ABN registration details are kept up-to-date</li> <li>• Act as the official contact for the association, including taking delivery of documents served on the association &amp; bringing them to the attention of the committee as soon as possible</li> <li>• Take custody of any documents as required by the Constitution</li> <li>• Provide report for committee meetings as required</li> </ul>   |

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| <b>Welfare Officer</b><br>To monitor the welfare of Manning Valley U3A members   | <ul style="list-style-type: none"> <li>Initiate an appropriate response when advised of a member's circumstance to an amount approved by the Committee</li> <li>Keep a detailed account of monies spent on cards, etc</li> <li>Provide report for each committee meeting</li> </ul>   |
| <b>Committee Support Officer</b><br>To provide support to other committee members  | <ul style="list-style-type: none"> <li>Provide support to any committee member as requested</li> <li>Carry out duties as delegated by the President</li> <li>Provide feedback for committee meetings as required</li> </ul>   |
| <b>Refreshments Officer</b><br>Ensure a supply of refreshments for refreshment breaks at the various venues used                                       | <ul style="list-style-type: none"> <li>Purchase tea, coffee, milk, biscuits, sugar, etc. for refreshment breaks</li> <li>Obtain class numbers from membership officer to assist with purchases</li> <li>Ensure adequate supplies are held at each venue</li> <li>Provide feedback for committee meetings as required</li> </ul>   |
| <b>Luncheons Coordinator</b><br>To organise luncheons as scheduled throughout the year   | <ul style="list-style-type: none"> <li>Coordinate menus, dietary requirement/allergies and ticketing for term &amp; OBE Lunches</li> <li>Book venues for term lunches</li> <li>Provide feedback for committee meetings as required</li> </ul>   |
| <b>Technology Adviser</b><br>To provide advice regarding technology as requested   | <ul style="list-style-type: none"> <li>Provide technical perspective or input on issues that the Manning Valley U3A may come across as it develops policies or plans for the future</li> <li>Provide feedback for committee meetings as required</li> </ul>   |
| <b>Webmaster</b><br>To maintain the web page of Manning Valley U3A, ensuring it is an accurate representation of the aims & events of the organization | <ul style="list-style-type: none"> <li>Administer the Manning Valley U3A website to maintain the currency of information</li> <li>Add/update information as approved at a committee meeting</li> <li>Add/update information if requested by the President or the Secretary</li> <li>Ensure any charges for having a web page name are paid in consultation with the Treasurer</li> <li>Keep administration/security codes &amp; details relating to the Manning Valley U3A website updated regularly; at each change provide a copy of these codes to the Secretary</li> <li>Provide feedback for committee meetings as required</li> </ul> |