

Roles of Executive and Committee Members of the Bayside U3A

Duties and Responsibilities of Executive and Committee Members of the Bayside U3A

EXECUTIVE ROLES

President:

1. Lead and direct the Executive team.
2. Establish the vision, beliefs, mission and strategic goals and values of the organisation.
3. Chair General Meetings, Annual and Special General Meetings, Committee Meetings.
4. Liaise with Secretary, Treasurer, Membership Secretary, Newsletter Editor, Committee members, Group Coordinators, general members, as required.

Vice President:

1. Deputise and assist the President/ Chairperson whenever necessary, to ensure the smooth running of the organisation.
2. Advise and assist the Chair and other committee members as required.
3. If required perform any of the President's tasks as notated.
4. Collaborate with external vendors and contractors on projects that the U3A may be taking part in.
5. Plan, develop and ensure policies and objectives for the organisation are attainable.
6. Ensure BU3A maintains its values and meets established goals.
7. Lead the Strategic Planning process to ensure the BU3A visions, goals and objectives are clearly defined, reviewed as required and agreed by the Committee of Management (COM).

Treasurer:

1. Look after all incoming and outgoing financial transactions within Bayside U3A, including income (from subscriptions, general and group meetings, events) and outgoings (expenses, external payments).
2. Present annual accounts to a reviewer for perusal and sign off and then to members for approval at the AGM.
3. Prepare an annual budget and recommend the level of subscription to be paid by members.
4. Keep the President and Committee informed of financial movements on a regular basis throughout the year, as appropriate.
5. Liaise with the Membership Secretary regarding members' subscriptions.
6. Report to the committee on financial status at each COM.
7. Adjust amounts held in Current Account / Savings Account, as appropriate.
8. Act as a signatory on Bayside U3A cheques and approve electronic transactions, along with two other committee members.
9. Pay approved invoices and agreed expenses and keep receipts.

Secretary:

1. Committee organiser; perform clerical and administrative tasks for the executive.

2. Liaise with President, Vice President, Treasurer, Membership Secretary and Committee on administrative matters.
3. Conduct correspondence on behalf of the U3A and respond to correspondence received by BU3A as and when required.
4. Draft outgoing correspondence on behalf of the executive team.
5. Provide appropriate notice of General meetings to all Bayside U3A members.
6. Provide appropriate notice and issue the agenda for each committee meeting and the AGM, ensuring that items requested by committee members for discussion or resolution, and any relevant reports, are included.
7. Provide a list of New Members registered since the previous committee meeting, and issue to the committee for approval at the following meeting.
8. Ensure records of U3A business are maintained and forward records to appropriate officer to archive when appropriate.
9. Provide current information received from U3A Network, other U3A's and other bodies to committee and members as deemed appropriate.
10. Represent Bayside U3A along with other elected Officers and Committee members at Network and other official functions.
11. Ensure that Model Rules, By-Laws and Policy Guidelines are maintained up-to-date and appropriate for Bayside U3A. Respond to queries from members regarding application and interpretation of rules and guidelines.
12. Act as official Bayside U3A contact with VMIA, Consumer Affairs, Australian Charities and Not-for-Profits Commission, U3A Network and Bayside Council (amongst other Bayside U3A officials), ensuring that any changes to officers (e.g. post-AGM) are communicated to those organisations in timely fashion.
13. Set and approve the agenda and frequency for all meetings as above, taking account of representations from members, both within and outside the Committee.

Note the Model Rules, state that the Secretary is responsible for the membership register and all matters pertaining to members. In our organisation this is delegated to the Office Manager and Membership Officers as defined in this document below.

Minutes Secretary:

1. Working with the president and secretary, assist in the preparation of the agenda for various meetings as required.
2. Take Minutes of all U3A AGMs, Committee Meetings and distribute, as appropriate.
3. Prepare and issue minutes for approval at the subsequent Committee meeting.
4. When the Secretary is unavailable, step into that position and act on the secretary's behalf.

NON-EXECUTIVE ROLES

Course Co Ordinator:

1. Responsible for the development, management/scheduling and promotion of courses to be provided by BU3A.

2. Review course applications to ensure course is a suitable “fit” for BU3A members.
3. Induction of tutors and assistance with start up.
4. Acquire suitable venues to hold classes.
5. Schedule courses to ensure the availability of venues, timeslots and facilities.
6. Create course guides and timetables.
7. Manage system updates to admit applicants into courses selected, create and manage wait lists.
8. Send advice to members re admission to courses and other important notices (e.g. Cancellation of a course).
9. Oversee the organisation of senior’s week events /activities.
10. Report to the COM on new courses, number of new members and any issues as they relate to the position.

Communications/ Publicity Coordinator:

The role will be as follows:

External publicity:

1. Publicise U3A general and group activities to the local media, libraries and town council offices publicising activities and achievements.
2. Make arrangements for posters and other publicity material to be displayed around the local area.
3. Speak to (or arrange other speakers from our members) non-U3A groups about our activities on request and by soliciting requests.
4. Ensure that good, current publicity material is available on the web site.
5. Through these activities and working with the membership secretary, encourage recruitment of new members.

Internal publicity:

1. Working particularly with the newsletter editor and the webmaster, facilitate awareness within our membership of the activities within our groups and those arranged by the U3A Network.
2. Look after the notice board, keeping it up-to-date and making it available at general meetings.

Events Manager:

1. Recruit and set up an Events sub-committee.
2. Plan and distribute an itinerary of planned and submit a budget to the COM for sign off.
3. Ensure the events operate within the agreed budget.
4. Arrange premises, equipment.
5. Engage, schedule and direct volunteers to contribute to the success of the event.
6. Manage the set up and clean- up activities.
7. Monitor the event as it progresses and address any issues that may occur during the event.
8. Liaise with the Communications Co-ordinator for advertising in the BU3A newsletter newsletter and where applicable to external parties.
9. Report to COM on progress of planned events and issues.
10. Continue Events promotion across all areas of opportunity to members and non-members, where applicable.

Facilities and Asset Management officer:

1. Oversee the maintenance and upkeep of buildings and facilities (primarily BCH).
2. Identify and review potential major venues for BU3A activities.
3. Oversees BCH operations and facilities in the context of the lease.
4. Ensure basic facilities are well maintained and when required ensure proactive maintenance is arranged.
5. Liaise with contractors/service providers for such things as security, cleaning, technology updates.
6. Maintain a schedule of items held at Bayside U3A venues.
7. Ensure the Asset Register is updated at least annually.

Grants, Funding and Finance

1. Identify and review grant opportunities and make recommendation/s to COM.
2. Ensure the application and selection processes are proportional and accountable and meet probity and transparency requirements.
3. Complete the submission and acquittal of grant applications.
4. Support the treasurer on financial reporting and/or investment/expenditure matters.
5. Report to the COM on grant proposals being submitted and the success or otherwise of submitted grants.

Membership Officers:**Office Team Leader: (as it relates to Membership only)**

1. Keep a record of current members (updating the database as necessary).
2. Process applications for membership including payment of subscriptions.
3. Liaise with Treasurer regarding members' payment of subscriptions.
4. Supply membership cards to paid-up members.
5. Respond to all enquiries, dealing with applications and membership renewals.
6. Follow up on any members who have not rejoined after first term to determine the reason for non- return.
7. Provide a list to the COM on reasons for stated non-return.
8. Follow up, (by phone call) those who have not attended a class for three consecutive sessions, and have not submitted an apology, to determine if they intend to attend sessions or their position in a class can be given to a waiting member.
9. If, after follow, up a member has indicated they no longer wish to participate in a class, undertake the necessary actions to withdraw the member from the class and if there is a waitlist for the class, assign the first person on the waitlist to the newly vacated role.

Welcome Officer:

1. Arrange functions to welcome new members.
2. Ensure there is a delegated committee member and tutor to join the sessions.
3. Seek out new members or potential new members, introduce yourself and explain all about Bayside U3A.
4. Send invitations for attendance to functions and keep a list of attendees, apologies etc.
5. Greet and chat to new members as they arrive.

6. Give a short speech about BU3A, what its aims etc are, committee roles, names of executive, volunteering.
7. Handout any information on upcoming events, functions.
8. Answer any queries that may be raised.
9. Ensure Membership team are aware of Welcome functions.

New Membership Officer:

1. Extract new members list from database.
2. Prepare letters, labels, name badges.
3. Collate the New Members pack:
 - a) Letter
 - b) Free drink offer
 - c) Volunteer form and tutor form
 - d) Brochure
 - e) Name badge in pouch
 - f) If being hand delivered: Include lanyard
 - g) If being posted: Do not include lanyard, but include the "With Compliments" slip advising the member they can collect their lanyard at the office.
4. To assist tutors to identify new members joining a class, add an identifier (yellow sticker) to their membership card.
5. Follow up on any members who have not rejoined after first term to determine the reason for non- return.
6. Provide a list to the COM on reasons for stated non-return.
7. Follow up, those who have not attended a class for three consecutive sessions, and have not submitted an apology, to determine if they intend to attend sessions or their position in a class can be given to a waiting member.
8. Escalate to the Office Team Leader if, after follow, up a member has indicated they no longer wish to participate in a class, so that the Office Team Leader undertakes the necessary actions.
9. Liaise with the Office Team Leader and Course Co-Ordinator to ensure waitlists and other membership matters are managed.

Network U3A Delegate

1. Represent BU3A at U3A network events, including representation at regional meetings.
2. Attend and represent BU3A interests at bi-monthly zoom meetings, with voting powers on behalf of BU3A.
3. Report back to COM after meetings.

Newsletter Editor:

1. Produce an interesting and informative newsletter for members at monthly intervals. (The content should include photographs, news items and other relevant information, likely to be of interest to members, diary pages of future general and group activities, and reports of past group activities.) Links to lengthy or selected articles should be made available to enable ease of reading.
2. To obtain this material from tutors, committee members, and other members who wish to submit material.
3. Ensure that both online and printed copies of the newsletter are available.

Office Team Lead

1. Provide direction and guidance to office volunteers.
2. Create a schedule for volunteers to cover office open hours, and publish a weekly roster for both offices.
3. Engage office volunteers at other times when necessary.
4. Ensure all volunteers are trained in general duties to be performed as well as ensuring volunteers are trained in using the database system, the photocopier, classroom equipment, credit card facility.
5. Manage all administration activities/ tasks in Beaumaris Seniors Centre and Brighton Court House offices.
6. Handle escalated queries from office volunteers.
7. Manage correspondence as it relates to the office.
8. Manage office security and access.
9. Determine the budget required to cover office needs and services and submit to COM /Treasurer for approval.
10. Liaise with council officers as required.
11. Ensure office supplies are available as required.
12. Maintain a register of Members (refer also Membership section for linked actions/responsibilities).

Planning and Governance Manager

1. Ensure Policies and Procedures are up -to- date and in line with legal/network requirements.
2. Update the BU3A Organisational Structure and Operations manual to reflect changes.
3. Provide support and assistance to the Secretary in relation to keeping rules, by laws etc up to date.
4. Work with the Strategic Planning team to ensure the BU3As Strategic Plan is kept up to date and advise the executive team if issues arise that may impact the goals stated in the plan.
5. Ensure the integrity of the BU3A is maintained by reviewing all Governance documents every two years.
6. Ensure all documentation relating to governance is available on the BU3A website.

Recruitment Officer.

Committee

1. Ascertain the job roles required to be filled within BU3A.
2. Advertise the roles as and when required.
3. Interview applicants.
4. Ensure successful applicant is inducted into the role with assistance from the COM team member most likely to support the role.
5. Provide updates to COM as required.

Volunteer

1. Create/Update register of volunteers.
2. Place volunteers into roles based on their preferences.
3. Manage schedules for volunteers to work to.
4. Delegate responsibilities to volunteers.
5. Maintain records of availability and attendance of volunteers at events.
6. Work with Events manager to determine number and skill set of volunteers required for each event/function.

7. Address issues raised by volunteers.
8. Seek feedback from volunteers on how they felt work.

Seniors Month Co-Ordinator

1. Promote the role that seniors contribute within BU3A.
2. Liaise with external event planners, council and other community groups to ensure BU3A is abreast of any opportunities they may provide to promote the role of the BU3A.
3. Liaise with course Co - Ordinator and tutors within BU3A to ascertain which classes can provide sessions that interested parties can attend.
4. Liaise with the Course convenor to ensure suitable rooms are available for volunteer tutors to provide sessions in.
5. Communicate to key stakeholders, councils, community groups, via multiple forms of advertising what BU3A are planning for Senior's week.

Speakers Programme Co- Ordinator:

1. Research and store information on potential speakers.
2. Arrange a series of talks. (They should cover a range of topics likely to be of interest to U3A members. Effort should be made to establish that any speaker under consideration is recommended by members or other organisations as a good speaker).
3. Arrange all details with each speaker, such as the time & date of their availability and any equipment /resource requirements.
4. Ensure that the speaker talk and presentation should last about one hour.
5. Meet and greet the speaker about half an hour before the beginning of the meeting and help with setting up any equipment.
6. Provide the person introducing the speaker with a short CV and arrange for a vote of thanks to be given at the end.
7. If unable to attend any talk to ensure that a named committee member accepts the responsibilities under 4 above.
8. Liaise with the COM on future programme of speakers.

Committee Members:

1. Attend Committee Meetings.
2. Participate in the organisation and management of the U3A.
3. Report to COM on progress of planned events and issues.
4. Continue Events promotion across all areas of opportunity to members and non-members, where applicable.

Volunteers Co-ordinator:

1. Maintain a database of volunteers.
2. Organise the rosters for volunteers who:
 - a) Meet and greet
 - b) Serve refreshments
 - c) Organise room set up and clearing away
 - d) Set up public address systems as required
3. Organise the buying of all necessary equipment and food products for the event.
4. Organise the equipment for refreshments:
 - a) Filling the urn
 - b) Setting up tables

- c) Putting crockery and cutlery out
- d) Overseeing the clearing away and storage of kitchen equipment
- 5. Ensure all functions and events have been budgeted for and funds approved by the COM.

Welfare Officer:

- 1. Take all reasonable steps to ensure measures are in place to enable all members to have the opportunity to participate in U3A activities.
- 2. Take any necessary action to purchase cards and send condolences, messages to relatives when and as appropriate.
- 3. Keep the membership office team leader informed in the event of the death of a member.
- 4. Keep the appropriate tutor informed in the case of the illness or death of a member of their group.
- 5. Liaise with Coordinators and other members in order to identify individuals who might like some moral support.
- 6. Keep Committee Members informed as and when it is felt necessary.

Web Administrator:

- 1. Oversee the functioning and maintenance of the website.
- 2. Liaise with the team who maintain the hosting service for our website and familiarise yourself with the Site's capabilities.
- 3. Manage the branding and design of the BU3A website.
- 4. Update the webpages with information provided by the committee and tutors.
- 5. Ensure web pages are user friendly, informative and updated with links to other relevant websites.
- 6. Report on the performance of the website.
- 7. Authorised to limit the number of emails/newsletters/contents being sent from internal sources.