

Management Committee Position Descriptions

President

- Is responsible for overall organisational direction and management
- Is principal spokesperson for U3A Gympie
- Chairs committee meetings
- Acts as principal representative of U3A Gympie in dealings with other U3A's, State Council and outside organisational groups, or may delegate to another committee member
- Is responsible, in consultation with the Secretary, for setting the agenda for committee meetings
- Helps the committee establish goals and priorities

Vice President

- Stands in for the President as needed
- Fills in for any committee position temporarily vacant if required
- If requested, chairs sub – committees
- Maintains an outline of the Vice Presidents duties for the next incumbent

Treasurer

- Pays accounts, receives all monies and writes receipts
- Collect all Application for Membership Forms and forward to Secretary
- Collects regularly any monies from classes at venues
- Makes regular bank deposits of monies received
- Provides monthly financial reports and annual financial statements
- Prepares budget forecasts
- Gathers information on banking choices and reports to the Committee
- Keeps incorporation, insurance, registration and banking details
- Maintains assets register
- Arrange 'change of signature' form in time for AGM to be signed by the incoming management committee.
- Maintains an outline of the treasurers duties and procedures for the next incumbent
- With the Registrar, orders badges and distributes to members

Secretary

- With the registrar, keeps an up to date membership register of the association.
- With the registrar, distributes annual membership cards
- Provides prospective new members with information by way of welcome
- Hold the key to P.O Box 600 Gympie
- Collects, distributes and / or acts on all correspondence, including subscriptions
- Keep the President informed on all correspondence
- Books venues for committee meetings
- Notify all committee and financial member of dates and times of proposed meetings.
- In consultation with the President, is responsible for setting and disseminating the committee agenda in accordance with the meeting procedures guidelines
- Calls for and receives nominations for all Committee positions
- Prepares and maintains an information pack on the responsibilities and operation of the committee. The pack should contain copies of standing orders, constitution and

policy guidelines as well as a brief outline of the U3A Gympie public liability insurance policy.

- Ensures that each new committee member receives a copy of the information
- Takes, types and distributes minutes ASAP following the meeting
- Maintains an outline of the secretarial duties and procedures for the next incumbent

Registrar (in consultation with Secretary & Treasurer)

- Uploads membership forms, so that a digital form is accessible.
- Adds new members to the register and assign a membership number.
- Updates the register with any change to address, phone and email for each member.
- Makes each new member a badge with their name, picture and number.
- Passes all forms onto the treasurer or secretary for archiving.

Class Co-ordinator

- Prepares timetable for all classes and activities
- Maintains regular contact with tutors
- Maintain information pack for tutors including the guidelines for tutors, insurance details, attendance sheets and draft incident report form
- Ensures each new tutor receives a copy of the information pack for tutors before taking a U3A Gympie class
- Consults committee if in doubt as to suitability of any class or tutor
- Books venues for classes and maintains good relations with venue managers
- Provides up-to-date information about current courses & activities to the committee, News Editor and Publicity Officer
- When required, takes enrolments for classes
- Keep a waiting list of financial and prospective members wanting to join particular classes
- Advises Treasurer of accounts to be paid
- Organises annual tutors' get together at start of school year
- Maintains an up to date list of tutors
- Maintains an outline of the Class co-ordinator's duties and procedures for the next incumbent.
- Prepare a report for committee meetings

News Editor

- Collects newsworthy items and course information
- Takes and/or arranges to have taken, photos of U3A activities
- Monitors other U3A newsletters as well as U3A websites
- Compiles and edits regular newsletters. Contents to include:
 - Class times and venues
 - Term dates
 - Dates of other relevant events
 - President's report
 - Contributions from members
 - News from other branches of U3A if appropriate
 - Any other relevant material (e.g.: National Conference)
- Arranges for newsletter to be published/distributed to members and other interested parties
- Maintains an outline of the News Editors duties for the next incumbent

Publicity Officer

- Submits regular press releases, with appropriate photographs, to local media

- Writes short feature articles, provides appropriate photographs and any other material as requested for newspaper supplements and other media
- Maintains good liaison with all local media representatives
- Takes frequent photos for publicity and newsletter use
- Advises committee on new promotional possibilities
- Maintain a publicity scrapbook
- Maintains an outline of the Publicity Officer's duties and procedures for next incumbent

Social Coordinator

- Schedules a range of regular and ad hoc Social Activities
- Selects and books venues for Social Activities
- Prepares appropriate information about upcoming activities and distributes in consultation with News Editor and Publicity Officer
- Arranges catering, transport and other requirements as needed for specific activities
- Current Social Activities are
 - Pub Lunch (weekly)
 - Coffee With Friends (monthly)
 - Feast With Friends (quarterly)
 - Games & Puzzles and Mah Jong, organised in consultation with Class Coordinator and Tutors