|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AREA OF RESPONSIBIITY** | **TASKS TO BE UNDERTAKEN**  | **RESPONSIBILITY**  | **ACTION – other**  | **NOTES**  |
| **President** | * Chair of committee meetings
* Set agenda in conjunction with Secretary
 | SANDY GUEST – ACTING PRESIDENT |  |  |
|  | * U3A Network Council representative
 | IAN BARCLAY – ACTING VP |  |  |
| **Vice-President** | * U3A regional representative
* Support to President
* Stand in for President when not available
 | IAN BARCLAY – ACTING VP |  |  |
| **U3A HBW email contact** | Emails (info@u3ahbwili & members@u3ahbwilli)* Respond to enquiries and/or forward to appropriate committee member or support person for action
 | 1. SANDI F
2. RUTH
3. DEB McDONALD
 | SANDI F now receiving emails. Ruth & Deb to be added. |  |
| **Member Support**  |  | TEAM: SANDI F & DEB MCDONALD |  |  |
|  | * Do member withdrawals in UMAS
 | SANDI F |  |  |
|  | * Send out welcome letter to all members who enrol or re-enrol for 2024
 | DEB McDONALD |  |  |
|  | * Answer member queries
 | SANDI F, DEB  |  |  |
|  | * Phone: monitor phone calls and respond or forward message to appropriate person for action
 | DEB  |  |  |
|  | * Work with convenor support to manage waitlists
 | SANDI F & RUTH |  |  |
|  | * November/December/January - Assist with 2024 enrolments process
 | SANDI & DEB MCDONALD |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Coordinator** | * investigate, plan and develop new activities including risk assessment
* prepare 2024 program of activities , including risk assessment for new activities
* Finalise integrated 2024 timetable with new and recurring activities checking venues
* Seek Committee final approval of 2024 activities
* contact point for activities
* liaise with convenor support
* liaise with venue support re appropriate venue
* oversee support team
 | PHIL, SANDI F, SANDY G – ALL COMMITTEE to back up  |  | Support documents on website Activity Proposal Form[Policies and Procedures – U3A Hobsons Bay/Williamstown (u3ahbwilli.org.au)](https://u3ahbwilli.org.au/policies-and-procedures/)Risk Assessment and Mitigation Plan[Committee Documents – U3A Hobsons Bay/Williamstown (u3ahbwilli.org.au)](https://u3ahbwilli.org.au/committee-documents/) |
| **Timetabling and Enrolment Process** | Convenor support, member support, activities coordinator, Venue support, and UMAS coordinator work together to run 2024 enrolments  | PHIL, SANDI to lead ALL COMMITTEE  |  |  |
| **All Committee**  | * ROSTER for enrolment and organisational tasks DEC & JAN
 | ALL COMMITTEE MEMBERS – prepare roster in NOV |  |  |
| **Grants**  | * Monitor Network, HBCC, HBCF, and other community sites for grant opportunities
* November apply for HBCC Small Grant
* Feb & March apply for HBCC Make It Happen Grant
* ~~April & May consider applying for HBCF grant~~
* Liaise with committee members of requirement for grants
* Prepare and apply for grants using appropriate portals
* Acquittal of grants
* Organise presentations for grant sponsors – morning teas/ signage
 | SANDY G- with support from Treasurer, Events, Member Support, Convenor Support depending on purpose of grant  | SANDY to recruit support team |  |
| **UMAS**  | * Member of U3A Network UMAS Users group

Ongoing throughout the year* Upload activity details as new activities are added to the curriculum

October:* Work with Convenor Support and Activity Coordinator
* Extract activity report from UMAS, distribute to convenors to confirm their involvement next year.
* Receive edited activities from convenors ( 2023 rolling over to 2024)
* Upload program into UMAS
* Work with Venue Support and Activity Coordinator to produce new timetable

Upload to UMAS* Configure UMAS for 2024 – dates, terms, fees, venues, data codes
* Archive 2023 data
* Set up 2024 activities in UMAS – check for clashes and complete other sanitary checks
 | SANDI F | SANDI to recruit support team | UMAS manualNetwork Video Library with PowerPoints and video recordings Kevin Whelan is our network contact Instructions contained in FAQS Members, FAQs Convenors Critical meeting - must attend for Rollover/2024 preparation UMAS User Group 26th Sept 10.00am * SANDI F will be away but has attended for the past 3 years and has notes on the process. Kevin Whelan issues powerpoint slides post-webinar.
 |
|  | From 1st August, need to amend UMAS user permissions: refer to P6  | SANDI F |  |  |
| **Communications** | Website (Public and Committee only pages)* Oct/Nov review FAQs and website - update with 2024 information
* Upload new documents on Public and Committee only pages
 | FIONA  |  | Hosted by U3A Network and uses Wordpress.  |
|  | * Member of U3A Website Users group
 | Leave unfilled |  |  |
|  | Newsflashes* Currently newsflashes are sent out through Mailchimp
* This is a free site (and offers reporting facilities such as who has/not opened email
* Newsflashes can also be sent to all members using UMAS – although graphics/photos and reporting function not available
 | KERRI LEWIS & SANDI F |  |  |
|  | Newsletter * Current newsletter completely compiled in Word
* Possibly change to email format similar to U3A Network newsletter
 | Put call out to members for someone with expertise. |  | TEMPLATE AVAILABLE – contact Fiona  |
|  | Facebook* Current Administrator (Ann Banham) willing to continue admin of this site
 | ANN to continue  |  |  |
|  | ZOOM* Subscription was charged to John Morris’ debit card dated 17/7/23 – valid for 1y. Will not automatically renew next year as John’s card has now been cancelled.
 | WHO to be the ZOOM contact?  |  |  |
| **Health & Safety**  | * Need H&S officer Defibrillator - battery check
* First Aid kits – check Contact for COVID issues
 | ? |  |  |
| **Postal**  | Authorised to collect deliveries * Currently Ann Banham, Sue Dawkins, Fiona Williams, Ian Barclay
* Check PO Box 140
 | FIONA & IAN to continueFIONA to continue |  |  |
| **Events**  | Christmas Function- Altona Sports Club Friday 8th December 12 - 3pmPaid $600 room hire/bond/cleaning – extra tables $15 per tableMaximum 120 ppl to caterFood requirement and payment due 21 days in advance. $35 pp (main, dessert).Drinks pay at bar as required. | VINNY FITZGERALD will continue CAROL will assist Vinny |  | Need to promote from OCT.Enrol via UMAS.Pre-payment from members required. Dietary needs – how to obtain?VENUE - Pay 21 days prior (generate invoice). |
| **Marketing** | * Member of U3A Network Marketing Group
* Design and organise appropriate marketing materials
 | SANDY G to notify HBCC that she will contact for Council until AGM 2024.  |  | Network contact- until further notice use info@u3avictoria.org.auMarketing material (banner, bookmarks, brochures, spare newsletters) in Cottage computer room. |
| **Network**  | Notify Network of Acting P, VP and Treasurer  | FIONA TO DO after 1st AUG |  |  |
| **Venues**  |  | IAN with JIM FORBES, JOAN THOMPSON (Digman Reserve)  |  |  |
| **Convenor Support**  | * All aspects of convenor support
 | TEAM: RUTH with CLARA BRACK, MARY WILLIAMS, JAN WILLIAMS  |  |  |

**KEY FUNCTIONS & SUPPORT TEAMS**

|  |  |
| --- | --- |
| **ROLE**  | **LEADS & SUPPORT**  |
| U3A HBW email contact | RUTH PATCHINGSANDI FALLSHAWDEB McDONALD |
| Member Support  | SANDI FALLSHAWDEB McDONALD |
| Convenor Support  | RUTH PATCHINGSUPPORT - CLARA BRACKSUPPORT - MARY WILLIAMSSUPPORT – JAN WILLIAMS |
| Activities  | PHIL QUINNSANDI FALLSHAWSANDY GUEST |
| Grants | SANDY GUEST  |
| UMAS | SANDI FALLSHAW  |
| Communications  | FIONA WILLIAMS (website)KERRY LEWIS (newsflashes) ANN BANHAM (FaceBook) |
| Finance  | SUE STURUPFIONA WILLIAMS(temp back up ) Additional signatories: Phil Quinn, Ian Barclay, Barbara Ryland  |
| Venues  | IAN BARCLAY SUPPORT – JOAN THOMPSON (Digman Reserve)  |

**UMAS PERMISSIONS**

|  |  |  |
| --- | --- | --- |
| MEMBER | UMAS PERMISSION REQ’D | VND FORM SIGNED |
| RUTH PATCHING | Level 1 (Admin)  | **To sign**  |
| SANDI FALLSHAW  | Level 1 (Admin)  | **To sign**  |
| DEB McDONALD | Level 1 (Admin)  | **To sign**  |
| Susan HEALY | To be assigned Level 1 | **To sign**  |
| CLARA BRACK | To be assigned Level 1  | Signed **- send to FW** |
| MARY WILLIAMS | To be assigned Level 1  | Signed **- send to FW** |
| JAN WILLIAMS  | To be assigned Level 1  | Signed **- send to FW** |
| PHIL QUINN | Level 1 (Admin)  | **To sign**  |
| SANDY GUEST  | Level 1 (Admin)  | **To sign**  |
| FIONA WILLIAMS | Level 1 (Admin)  | Yes  |
| SUE STURUP | Level 1 (Admin)  | **To sign**  |
| IAN BARCLAY | Level 1 (Admin)  | Yes  |
| KERRY LEWIS (newsflashes) JOAN THOMPSON (Venues) | Should be Level 4 (Convenor)  | N/A |
| ANN BANHAM (FaceBook)Mary BarronSue DawkinsVinny FitzgeraldCheryl Neenan | To be reassigned from Level 1 (Admin) to Level 4 (Convenor)  | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| Finance  | Change of Treasurer - SUE STURUP = Acting Treasurer. Back up needed = Fiona (temp). DOCUMENTATION & FILES 1. JOAN THOMPSON will collect documentation and USB

SUMMARY OF BILLING1. Telstra (Wifi Cottage) - Automatic debit via BPAY (direct to account)
2. AGL Electricity – to be paid on invoice (John set up payment for July and Aug)
3. ZOOM - Automatically charged to John’s card 17/7/23 for 12 mths but will not renew automatically in 2024 (John’s card now cancelled).
4. Phone mobile DODO auto debit now non-operational (ie. was to John’s card – card now cancelled). New process uses pre-paid account. Phil to purchase and seek reimbursement.
5. PO Box annual charge Invoiced - Posted to POB 140. Paid manually.
6. Cleaner to be asked to send invoices to Sue Sturup

B-BANK SIGNATORIES1. Existing = Fiona
2. Added = Phil, Ian, Sue S, Barbara
3. Removed = Ann, Vinny, John
4. Debit card – cancelled John’s, cards ordered for Sue S & Fiona
 | SUE STURUP FIONA – liaise with SUEIAN/PHIL (via JOAN) | CURRENT PRE-PAID ACTIVITIES (members paying into bank directly)1. Rewine outing - $37 X 12 – Sue D will pay and claim reimbursement
 |

**U3A NETWORK NEW STAFF CHANGES:**

* **DEPARTURE Tracy Swadling Admin Support Officer** has resigned – until further notice use info@u3avictoria.org.au

## **ARRIVAL Lisa Patience Member Services Officer** - mso@u3avictoria.org.au   and phone: 03 9614 2657

**CHECKLIST FOR NEW COMMITTEE MEMBERS**

|  |  |
| --- | --- |
| General information re Committee – notify re:* Management Protocols
* Committee – Key Contacts
* Key responsibilities flowchart
* Yearly planner 2023/24

Committee’s internal documents are on the closed committee section of the website. Password is JawBone1 [Committee Documents – U3A Hobsons Bay/Williamstown (u3ahbwilli.org.au)](https://u3ahbwilli.org.au/committee-documents/)Policies – are on the open section of our website |  |
| WEBSITE ACCESS:* Request access to website editing for Sandi , Barbara
* Provide password permission (edit or view) to protected section (as above)
 |  |
| UMAS* Access: User permission Level 1 (Admin) or 4 (Convenor)
	+ For Level 1 – signed Volunteer Non-Disclosure Agreement required
* Training
 |  |