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| **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 |  |  |

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| **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 manual  Network 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 continue  FIONA to continue |  |  |
| **Events** | Christmas Function- Altona Sports Club Friday 8th December 12 - 3pm  Paid $600 room hire/bond/cleaning – extra tables $15 per table  Maximum 120 ppl to cater  Food 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.au](mailto:info@u3avictoria.org.au)  Marketing 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**

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

**UMAS PERMISSIONS**

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| 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 Barron  Sue Dawkins  Vinny Fitzgerald  Cheryl Neenan | To be reassigned from Level 1 (Admin) to Level 4 (Convenor) | N/A |

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| 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 BILLING   1. 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 SIGNATORIES   1. 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 SUE  IAN/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](mailto:info@u3avictoria.org.au)

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

**CHECKLIST FOR NEW COMMITTEE MEMBERS**

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| 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 |  |