



KEY COMMITTEE RESPONSIBILITIES

President

- Governance/Functioning of the executive committee
- Publicly represent the face of U3A Hobsons Bay/Williamstown
- Stakeholder engagement

Liaison

- Liaise with network and region

Vice president

- Support/fill in for President
- Other roles as necessary

Secretary

- Compliance with statutory and regulatory requirement
- Organise monthly committee meetings
- Circulate agenda and report
- Produce minutes of committee reports
- Organise Annual Report and Annual General Meeting
- Responsible for record keeping

Treasurer

- Responsible for incoming and outgoing funds
- Prepare annual budget
- Organise audit of accounts for AGM
- Process membership fees
- Activate membership

Grants

Draw up future schedule for grants
Liaise with committee re application
Prepare grant submissions

Activities Management

- Contact point for activities
- Investigate and develop new activities inc. risk management
- Liaise with convenor support
- Liaise with UMAS support
- Liaise with venue management re appropriate venues
- Prepares new program at end of year
- Oversee support team

UMAS Coordinator

- Contact point for UMAS queries
- Upload new activities
- Ongoing upgrades
- End of year roll-over
- Upload new timetable at end of year

Timetable

Convenor Support

- Contact point for convenors
- Regular communication
- UMAS training
- Liaise with activities management re new timetable
- Help convenors with enrolment lists and emails
- Oversee support team

Venues Management

- Contact point for all venues queries
- Liaise with Activities Management
- Investigate new venues
- Technical support
- Maintenance of Cottage inc. risk management
- Oversee support team

One-off convenor support

- Liaise with Activities Management re one-off activity
- Liaise with new convenor
- Prepare class enrolment list
- Send email to enrolled members
- Ensure venue is unlocked and prepared

Member Support

- Contact point & support for all membership queries
- New member orientation
- Re-enrolment (online & face-to-face)
- Welcome letter
- Oversee support team

Communications Officer

- Website administrator
- Communicate with members via UMAS, Mailchimp, Facebook
- Edit and publish quarterly newsletter
- Produce marketing material

Functions & Events

- Organise social functions (Welcome Function, Christmas lunch)
- Organise training sessions
- Liaise with Appropriate bodies (Willi Lit Festival, Seniors Festival) re our involvement

Policy Management

- Ensure all policies are up to date
- Generate new policies as required
- Health & Safety/COVID

Strategy Review

- Undertake strategic plan review
- Implement action plan
- Seek regular feedback from members, convenors & ex-convenors