

U3A HBW MEMBER SUPPORT SUB-COMMITTEE at 25 OCT 2023

Sub-Committee Chair	Phil Quinn members@u3ahbwilli.org.au
Sub-Committee Members	<ul style="list-style-type: none"> • Sandi Fallshaw • Deb McDonald
Terms of Reference	To support members engagement in the Hobsons Bay Williamstown U3A
Key tasks/duties	<p>Provide on-going support to members via phone and email in relation to:</p> <ul style="list-style-type: none"> • joining Willi U3A • joining specific activities • managing and using UMAS • referring member to other Sub-Committees/Committee members/convenors as relevant (eg Treasurer re payment of annual fees, convenor regarding entry levels in activities, etc.) • other issues as arise for members <p>Provide in-person support at Enrolment sessions and Open Days</p>
Key Timelines (<i>any specific dates related to key tasks</i>)	See under Time Commitment below.
Available templates/websites	UMAS, other U3A websites
External Contacts (<i>names, email, phone etc</i>)	Other U3As for referral of members where Willi U3A cannot provide requested activities.
Expertise	Phil has been a Committee member and member for over 7 years. Deb has provided Member Support over last year.
Time Commitment and operation of Committee	Activity is greatest at time of enrolment and start of new year's activities – Nov-Dec & Jan-Feb. Other times very quiet. Sub Committee members will attend Open Days for enrolment (usually at Cottage).