

U3A HBW ACTIVITIES SUB-COMMITTEE 2023 at 25 OCT 2023

Sub-Committee Chair	Phil Quinn members@u3ahbwilli.org.au
Sub-Committee Members	<ul style="list-style-type: none"> • Yvonne Davidson • Pam Parsons • Sandy Guest • Sandi Fallshaw
Terms of Reference	To support the development of new activities in line with vision and mission of Hobsons Bay Williamstown U3A
Key tasks/duties	<ul style="list-style-type: none"> • Encourage members to convene new activities • Assist members/would-be convenors in completing Activity Proposal Forms • Work with Health & Safety Coordinator to undertake risk assessments of new activities • Review new proposals and recommend activities to Committee for approval • Liaise with Venue Coordinator to allocate venue and time for new activities • Liaise with Convenor Support Sub Committee to arrange training for new convenors in using UMAS • Liaise with UMAS Coordinator to enter details of new activities on UMAS • Support convenors to commence new activities • Work with others to undertake annual rollover of activities in UMAS and to establish timetable of activities for next year's activities • Report to Committee on Activities Sub-Committee role
Key Timelines (<i>any specific dates related to key tasks</i>)	<ul style="list-style-type: none"> • Sept/Oct – consult with convenors/members to establish ongoing courses and new courses • Oct/Nov – Timetable activities for new year • Feb-March – support activities commencing in new year
Available templates/websites	UMAS, other U3A websites
External Contacts (<i>names, email, phone etc</i>)	Network sponsored Activities Coordinators' meeting group, Network Learning Coordinator, other U3As Activity Coordinators (especially Altona, Maribyrnong and Werribee)
Expertise	Phil has previous experience as U3A Willi. Activities Coordinator. Sandy is entering her third year on the Committee of Willi U3A.
Time Commitment and operation of Committee	Ongoing operation. Time commitment will be variable and at highest level Sept-Oct and Feb-March each year.