

## RESPONSIBILITIES OF OFFICE BEARERS OF U3A YARRA CITY

(revised 11/09/2024)

---

### *GENERAL*

- U3a Yarra City is managed by a volunteer Committee of Management (CoM). In addition there are other office bearers who coordinate specific responsibilities; these office bearers operate with the authority of and are responsible to the CoM.
  - U3A Yarra City Rules (see <https://u3ayarracity.org.au/policies/>) stipulate that the Committee is made up of the following roles:
    - President
    - Deputy President
    - Treasurer
    - Secretary
    - Program Coordinator
    - Up to four Ordinary Committee Members
  - The CoM has allocated extra roles in addition to the above statutory office holders. Not all of these roles are necessarily members of CoM. Multiple roles can be taken by one person. Some of these roles are only filled when specifically required, for a project for instance.
    - Minutes Secretary (this role may be covered by Secretary)
    - Correspondence Secretary
    - Media Coordinator
    - Tutor Support
    - Membership Support
    - Membership Management Systems Coordinator
    - Forums Coordinator
    - Bulletin Coordinator
    - Office Coordinator
    - Newsletter Coordinator
- Sub-Committees and Working Groups can be instigated by the CoM for ongoing and short-term tasks respectively and are responsible to the CoM
- All members of the Committee of Management are responsible for:
    - Ensuring U3A Yarra City achieves its objectives
    - Ensuring tasks associated with their role are carried out
    - Approval of new courses
    - Providing, where appropriate, a written report of activities in their area of responsibility and making recommendations to CoM meetings
    - Assisting in hand-over to and training their successor at the end of their term of office

### *PRESIDENT*

- Provides the public face of U3A Yarra City, and ensures its representation in the community
- Represents U3A Yarra City at U3A Network meetings or appoints a substitute
- Chairs all CoM, AGM and any other extra-ordinary U3A meeting, or appoints an alternative chairperson
- Liaises with Yarra Council AAAG (Active Ageing Advisory Group) where appropriate

## RESPONSIBILITIES OF OFFICE BEARERS OF U3A YARRA CITY

(revised 11/09/2024)

---

- Investigates possible funding sources
- Provides leadership for U3A Yarra City to ensure:
  - a balanced well-organised program which meets members' needs
  - CoM members and office bearers are supported and succession planning is in place for the committee and volunteers
  - long-term strategic planning of goals is undertaken
  - good communication with members
  - resolution of complaints/disputes
  - regular and special meetings are convened

### *DEPUTY PRESIDENT*

- Assists President as required
- Deputises for President in their absence

### *SECRETARY*

- Acts as Public Officer of U3A Yarra City
- Prepares and distributes agendas for CoM and AGM
- Acts as Minutes Secretary if none other is specifically appointed
- Finalises and distributes minutes of CoM meetings and AGM
- Collates and circulates announcements and news in regular email bulletins and (where necessary) postal communications
- Prepares or coordinates preparation of submissions for funding
- Ensures provision of statistics and reports for funding bodies
- Keeps the records of the organisation
- Maintains currency of data on U3A Yarra City held by the U3A Network on their database
- Manages storage and accessibility of current Insurance certificates

### *MINUTES SECRETARY*

- Takes minutes at Committee of Management meetings
- Takes minutes at Annual General Meetings

### *CORRESPONDENCE SECRETARY*

- Receives all correspondence from external bodies (including email), and responds, distributes or passes to relevant members for action
- Ensures external correspondence is filed appropriately (electronically and/or by hard copy)

### *TREASURER*

- Uses a transparent financial system
- Monitors the treasurer's email account

## RESPONSIBILITIES OF OFFICE BEARERS OF U3A YARRA CITY

(revised 11/09/2024)

---

- Presents monthly financial report to CoM meeting
- Pays accounts which have been approved for payment by CoM
- Keeps an accurate record of all income and expenditure and compiles monthly reports
- Keeps files of requisitions, invoices, PayPal income and bank documents
- Prepares annual statement for ratification at AGM and for the Office of Consumer Affairs Victoria (CAV)
- Meets GST requirements
- Keeps separate accounts for all grant monies
- Provides liaison point for PayPal and other online payment systems

### *PROGRAM COORDINATOR*

- Sets up program sub-committee, if necessary
- Ensures on-going development of courses
- Seeks opportunities to add new courses to the program
- Works with Tutor Support on tutor communications
- Sets up tutors on Membership Management System
- Liaises with tutors and prospective tutors regarding course arrangements
- Negotiates venues
- Organises program timetable and course descriptions
- Ensures members are informed of new courses
- Assists tutors to manage equipment issues (venue key, attendance list, notices and anything else needed)
- Establishes timetable for enrolment in courses, with help of Tutor Support

### *FORUMS COORDINATOR*

- Convenes the Forums Sub-committee
- Communicates with the CoM, via Program Coordinator
- Seeks suitable speakers and gets their agreement to talk
- Arranges date with the speaker and the Programming Coordinator, who will publish the event on the membership management system
- Follows up with the speaker to understand what resources they need (computer, microphone, whiteboard, parking permit etc)
- Facilitates the event by getting somebody to chair and introduce the speaker

### *MEDIA COORDINATOR*

- Sets up publicity sub-committee, if necessary
- Coordinates preparation and distribution of publicity material
- Instigates and manages contact with external publicity opportunities
- Manages Yarra City website
- Manages Yarra City social media as required

## RESPONSIBILITIES OF OFFICE BEARERS OF U3A YARRA CITY

(revised 11/09/2024)

---

### *TUTOR SUPPORT*

- Works with Program Coordinator on tutor communication advice
- Prepares and distributes tutor information material
- Ensures tutors understand how and when to obtain information on their students
- Runs tutor meetings/gatherings as appropriate
- Supports tutors without email addresses by providing class lists and assisting with information distribution to their students
- Assists tutors to resolve issues and complaints
- Updates Tutors' Handbook document annually (with Program Co-ordinator)

### *MEMBER SUPPORT*

- Confirms enrolment procedures and preparation of U3A membership and course selection forms annually
- Supports Office Coordinator and volunteer office staff in understanding member enquiries, enrolment and withdrawal procedures
- Prepares and distributes membership registration/renewal and enrolment advice to members
- Maintains and updates member records on Membership Management System as required
- Responds to email and other queries regarding member access to membership system
- Supports members and prospective members to enrol online and, where necessary, completes enrolment on their behalf
- Monitors emails from Gmail and Membership Management System

### *MEMBERSHIP MANAGEMENT SYSTEMS COORDINATOR*

- Monitors Membership Management System and liaises with Network system support
- Set/resets Membership Management System parameters for end of year or semester configuration
- If required liaises with Network on system backup issues
- Extracts membership data, tutor information, course information for reports including mail out labels, providing assistance to Committee and office
- Provides procedural documentation on U3A system to assist Membership Support, Office Coordinator and Volunteers and Committee
- Manages Google Drive and email systems

### *OFFICE COORDINATOR*

- Ensures efficient management of the office including purchase of office supplies
- Oversees training and scheduling of volunteers for office duty
- Ensures office procedures are in place and followed by staff
- Opens postal mail and liaises with relevant CoM member
- Handles petty cash expenditure
- Manages council parking permits
- Liaises with Tutor and Volunteers Coordinators

**RESPONSIBILITIES OF OFFICE BEARERS OF U3A YARRA CITY**

(revised 11/09/2024)

---

- Handles cash and cheque membership payments
- Manages member enquiries and enrolments at the office

*NEWSLETTER COORDINATOR*

- Convenes Newsletter sub-committee, if required
- Seeks contributions to Newsletter from members and other sources
- Edits and coordinates production of Newsletter

Approved by	Approved date
U3A Yarra City Committee of Management meeting	11/09/2024