

Oberon U3A Management Committee

Job Descriptions

(Our Constitution says our Management Committee shall consist of a President, Vice President, Secretary, Treasurer, Publicity Officer and at least three other members. Our Committee has determined that two of these three committee members will fill the roles of Program Co-ordinator and Assistant Program Co-ordinator)

President

- Preside over all meetings of members i.e. committee, general and Annual General meetings
- Be the spokesperson for Oberon U3A at functions like our morning tea

Vice President

- Fill in if the President is absent
- Organise a function (including sending invitations) in November to show our appreciation to all the volunteer course providers who have offered their time and expertise during the year.
- Organise food and beverages for the mid year and end of year morning tea for all members (June and December)
- Put together a slide show for the morning tea

Treasurer

- Ensure that all money due to U3A is collected and banked, and receipts are written
- Make payments that are authorised by the committee
- Keep correct books and accounts that show the financial affairs of the U3A
- Reconcile the monthly account and provide a financial report to each committee meeting
- Provide an annual financial report to the Annual General meeting
- Produce an end of year statement for Fair Trading to be sent by the Public Officer.

Secretary

Meetings

- Organise dates and room bookings for all meetings throughout the year
- Organise room bookings for courses throughout the year
- Provide an agenda for committee meetings and general meetings.
- Take the minutes at each committee meeting and after the minutes have been checked by the Secretary or the President, distribute to Committee members
- Keep a central record of minutes
- Keep a record of all correspondence and present it at committee meetings

Membership

- Pass money and member name on to Treasurer
- Use membership application form to update membership records on Excel spreadsheet
- Add new member's email address to Gmail
- Send out welcome letter or email, membership card, receipt and latest newsletter and program
- Ongoing: Keep payment records up to date at the beginning of each year: send out reminders if necessary to unfinancial members. Issue new membership badge to people as they pay their fees.
- Organise honorary membership for volunteers for the following year

Web Page

- When the Program and newsletter go out, upload a copy to the Web Page

- Keep site updated when notified to do so by the Network web master e.g. Wordpress updates and plug-ins

Publicity Officer

- Membership pamphlet – keep updated and ensure copies are distributed around town
- Write regular reports/articles for Oberon Review and the Community Newsletter
- Produce posters/ pamphlets / publicity material as required
- Gather and collate photos of classes in operation
- Co-ordinate the production, publication and distribution of a term newsletter.
- Liaise with class leaders re displaying artwork and other class products or performances at the morning tea twice a year

Program Coordinator

Classes and Activities

- Line up volunteers and classes for each term – get course information sheet from each volunteer presenter
- Organise timetable for the term
- Take enrolments for classes
- Contact volunteers re class numbers etc
- Where necessary, contact course participants with extra information e.g. venues, class requirements etc
- Monitor smooth operation of classes throughout term
- Organise payments for room hire and other activities, and thank you notes

Assistant program Co-ordinator

- Type up program – send to Program Co-ordinator and Secretary for proofreading.
- Print and post / email to members (along with newsletter) approx 10 days before each term begins.
- Distribute copies of program to library, CTC, Community Centre etc
- Print enrolment master sheets for program Co-ordinator
- Print attendance sheets for the term and distribute them to course leaders or central locations e.g. Ross St Conference room
- Assist program Co-ordinator with other duties as required

Public Officer (does not have to be a Committee member)

The NSW Dept of Fair Trading website states that the public officer is responsible for:

- notifying NSW Fair Trading of any change in the association's official address within 28 days
 - collecting all association documents from former committee members and delivering the documents to the new committee member
 - returning all association documents to a committee member within 14 days, upon vacating office
 - acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible
 - custody of any documents as required by the constitution. Lodge annual return with Department of Fair Trading.
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