

CRU3A COMMITTEE ROLE STATEMENTS 2015

Position description	Responsibilities
<p>Committee member <i>applicable to all</i></p>	<ul style="list-style-type: none"> Attend all Committee meetings where possible; apologies to be sent to Secretary prior to meeting. Read all documents presented prior, during and after meetings. Participate in Committee discussions and assist the Committee to respond promptly to issues raised. Attend and assist at all CRU3A events where possible. Respect the privacy of members and other members of the Committee. Maintain an outline of any specific duties for next incumbent. Prior to member leaving committee: all relevant records are to be collated and passed on to Committee; any CRU3A equipment to also be returned.
<p>President To give leadership to both the Committee and members to achieve the aims and objectives of CRU3A within the framework of both the constitution and by-laws.</p>	<ul style="list-style-type: none"> Chair all meetings. The Chair is to remain neutral in all debates, but may exercise a casting vote if approved under the Constitution. Resolve any issues concerning the administration of CRU3A. Make executive decisions concerning CRU3A, keeping within the best interest of members and the constitution and other by laws. Approve budgets and expenditures in consultation with the Treasurer and Secretary. With Group Liaison Officer, ensure council rental contracts are signed for TDCC for new financial year. Contribute to the annual report of the CRU3A. Address correspondence relative to CRU3A which is not dealt with by the Secretary. Address the media and public on issues concerning all CRU3A events and issues in consultation with the Publicity Officer. Represent the CRU3A and members at external meetings or functions unless otherwise delegated at a Committee meeting. The President may delegate some or all of these functions if permitted by the Constitution and approved by the Committee
<p>Vice President To carry out all of the responsibilities of the President when the President is not available.</p>	<ul style="list-style-type: none"> Act as the President in the absence of the President, including running meetings. Carry out duties delegated by the President. Liaison with U3A Network - NSW and other U3A branches.
<p>Secretary To create and maintain accurate records of CRU3A business. Collect, record and address any correspondence received by CRU3A by mail and e-mail.</p>	<ul style="list-style-type: none"> Collect, distribute and/or act on all correspondence, received by both post and e-mail, in consultation with the President. Arrange the time, date and venue of all U3A meetings and advise all persons eligible to attend, in the required format and with the necessary notice. Set and disseminate the Committee meeting agenda, in consultation with the President and in accordance with the meeting procedures guidelines. Keep accurate minutes of all Committee meetings and distribute copies of Minutes to Committee members prior to next meeting. Maintain the official Minutes Books, ensuring that the official Minutes are signed as a true and correct record. Ensure all minutes and records of CRU3A, including incorporation, insurance, registration details are held in a safe and secure place. Coordinate the CRU3A Calendar in consultation with the Committee. Create and maintain a Key Register of all keys held by members. Call for and receive nominations for all Committee positions. Where voting is required, arrange a Returning Officer if directed, otherwise ensure that Constitutional requirements have been met and that nomination and voting papers are provided as required. Assist the Public Officer to file an Annual Report with the Department of Fair Trading. In consultation with the Treasurer, ensure that Insurance policies for U3A are current.

<p>Treasurer To maintain the financial records of the organization including the preparation and presentation of monthly and annual accounts, the control of all income and expenditure, and the financial probity of CRU3A.</p>	<ul style="list-style-type: none"> • Maintain proper financial records in accordance with the needs of CRU3A and any relevant regulatory requirements. • Ensure financial records are suitable for audit and liaise with auditor as required. • Provide an annual budget for approval by the Committee and include actual & budgeted amounts in financial statements. • Ensure budgetary constraints are adhered to. • Receive, record, reconcile and bank all incoming monies. • Pay all accounts when due and keep appropriate hard copy records. • Collect and reconcile bank statements. • Manage bank accounts and ensure that signatories are properly recorded. • Ensure safe custody of all monies and account books. • Provide assistance and guidance to the President and Committee on financial matters as required. • Provide monthly financial report for Committee meetings. • Maintain an asset register and depreciation schedule for all assets with an individual value exceeding \$100, in concert with other Committee members.
<p>Clarion Editor To edit and produce an information booklet prior to the commencement of each term</p>	<ul style="list-style-type: none"> • Contact all Group Leaders for class information. • Ensure a calendar of meetings/social events is included. • Contact the President for a report. • Organize items to be published.(Short stories, reports, poetry, jokes, new classes etc) in consultation with Committee. • Obtain photos from the Publicity Officer. • Ensure photos of members denying use of their photographs in publicity are not used. • Phone Printer as selected by the Committee annually. • Have the booklet ready for printing in PDF file within the week of the Group Leaders meeting and send to Printer. • Contact the Membership Officer for the list of recipients with postal and email addresses. • Pick up the printed <i>Clarions</i> and arrange mailing <ul style="list-style-type: none"> ○ bulk email sent, using <i>bcc</i> field to keep addresses private. ○ generate mailing labels for members receiving hard copies. ○ ensure hard copies are marked 'postage paid'. The <i>Clarion</i> needs to be posted out at least 10 days before enrolment day, using the bulk postage form. • Ensure those on the Supplementary list receive their copies. • Give the remaining copies of the Clarion to the Membership Officer. • Email a copy to the Webmaster for publication on the CRU3A website. • Provide monthly report for Committee meetings.
<p>Group Liaison Officer To support Group Leaders and liaise between Group Leaders and the Committee</p>	<ul style="list-style-type: none"> • Provide information to prospective Group leaders, take prospective class information to Committee for approval. • Pass on details of approved classes to Publicity Officer, Clarion Editor and Webmaster. • Assist new Group Leaders set up their classes. • Approve purchases for classes. • Visit each class at least once a year. • Keep current list of venues and contacts. • Ensure leaders are aware of booking arrangements and their responsibility in advising cancellations. • With President, ensure council rental contracts are signed for TDCC for new financial year. • Advise new Group Leaders of banking arrangements. • After each Committee meeting, email all relevant decisions, plus news of social events, meetings, forums to Group Leaders. Ask for class news or feedback in return . • Assist Membership Officer with forms for enrolment days. • Book venues for Enrolment days, AGM, Expos, meetings, Leaders Lunch and Christmas party. • Assist with catering arrangements for morning teas and BBQ's. • Coordinate menus, dietary requirement/allergies and ticketing for Leaders Lunch and Christmas party • Provide monthly report for Committee meetings.

<p>Membership Officer To process applications from new and renewing members, ensuring that correct fees are paid. To maintain up to date records, providing current membership lists and statistics to Committee members as required</p>	<ul style="list-style-type: none"> • Maintain a membership database using Microsoft Excel and Microsoft Word, including regular backups of all data onto an external drive or USB flash drive to prevent loss of data in case of PC failure. • Maintain the database security of all personal information to prevent outside sources obtaining the information for personal gain • Maintain a list of current members. Forms should be kept for a further 12 months to manually verify membership details. • Pass on any monies received with applications to the Treasurer. • Print badges and welcome letters and issue to new members. • Provide an updated list of members denying use of their photographs, to the Publicity Officer. • If requested, check that people attending classes are financial members. • Manage the process of enrolment at CRU3A events. • Follow up on comments that appear on application forms. • Provide monthly report for Committee meetings: a list of new membership applications and a membership summary.
<p>Men's Shed Liaison Officer To manage Mens Shed operations and to liaise between Mens Shed members and the Committee.</p>	<ul style="list-style-type: none"> • Oversee and co-ordinate Men's Shed activities (including Women's Shed sessions) and administration. • Be responsible for coordinating materials and liaising/negotiating with the customer. • Ensure all tasks necessary for the smooth running of the Men's Shed are performed and/or appropriately delegated including budget accountability. • Ensure compliance with legislative requirements and that the Men's Shed operates safely. • Provide monthly report for Committee meetings.
<p>Publicity Officer To promote CRU3A and its activities.</p>	<ul style="list-style-type: none"> • Liaise with staff at Clarence Valley Review and Daily Examiner/Coastal Views, submit weekly articles/photos for news. • Email news to 2TLCFM local radio. Special events on ABC2NR and CVC Cultural Calendar/fb. • Arrange publicity on radio and television as required. • Attend social activities and submit media articles/photos before and after events. Organise stand-in if unable to attend. • Take photos of classes in action or their work; encourage group leaders to keep you informed. • Forward information to Webmaster and Clarion editor. Encourage members to submit profiles, stories, poems or photos for Clarion. • Keep photo file on computer. • Arrange for a member to act as photographer for special events. • Ensure photos of members denying use of their photographs in publicity are not used. • Collect printed articles in scrapbook. • Organise flyers for expo, enrolment days, arrange delivery to libraries/community centres etc. • Assist Membership and Group Liaison officers with forms and catering on enrolment days. • Assist Membership and Publicity officers with Christmas party and Group Leaders lunch. • Provide monthly report for Committee meetings.
<p>Public Officer Official point of contact for an incorporated association</p>	<ul style="list-style-type: none"> • Notify NSW Office of Fair Trading of any change in the association's official address within 28 days. • Provide an Annual Report to the NSW Office of Fair Trading, with assistance from the Secretary. • Ensure ABN registration details are kept up-to-date. • Automatically one of the authorised signatories for the association. • Act 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 • Take custody of any documents as required by the constitution.

<p>Webmaster To maintain the Web page of CRU3A, ensuring it is an accurate representation of the aims and events of the organization</p>	<ul style="list-style-type: none"> • Administer the CRU3A website to maintain the currency of information. • Submit all requests to publish information on the web site to the Committee. • Add/update information as approved at a Committee meeting. • Forward all emails sent to toCRU3A@gmail.com to the President and Secretary. • Ensure any charges for having a web page name are paid in consultation with the Treasurer. • Keep administration/security codes and details relating to the CRU3A website updated regularly; at each change provide a copy of these codes to the Secretary. • Provide monthly report for Committee meetings
<p>Welfare Officer To monitor the welfare of CRU3A members.</p>	<ul style="list-style-type: none"> • Action an appropriate response when advised of a member's circumstance, to an amount approved by the Committee. • Keep a detailed account of monies spent on cards etc. • Provide monthly report for Committee meetings.