

CLARENCE RIVER U3A STRATEGIC PLAN 2019-2021

INTRODUCTION

U3A (University of the Third Age) is not a degree granting institution, but rather a wider network of learning communities recognising that after childhood (first age) and working life (second age), good health and well-being requires an active 'Age of Retirement'. The Clarence River U3A (CRU3A), a branch of the National U3A network based in the Lower Clarence, is a life-long learning cooperative of members who are willing to share their expertise developed from life experiences by participating in, and/or leading groups.

VISION STATEMENT

Our Vision is to promote life-long learning and social interaction amongst our members as part of a healthy and active way of life in retirement.

MISSION

Our Mission is to facilitate shared opportunities for learning, special interest and social activities, creativity and engagement with the local community in a co-operative, self-help environment.

OBJECTIVES

1. *Programs*: Develop, implement and continuously improve a diverse program that meets the needs of, and uses the skills of members.
2. *Governance*: Maintain an accountable organization that responsibly manages its finances and systems to make efficient and effective use of all available resources to achieve its mission.
3. *Membership*: To have an informed and satisfied membership.
4. *Organisational Identity*: Promote the activities and opportunities offered by CRU3A.
5. *Wider Community*: Develop partnerships with other community groups, local council and other U3A entities.

OBJECTIVE	STRATEGIES	TASKS	WHO IS RESPONSIBLE	HOW MEASURED
<p>1. Program</p> <p>Develop, implement and continuously improve a diverse program that meets the needs of, and uses the skills of members</p>	<p>1.1 Identify members with suitable skills to be a Group Leader (GL)</p> <p>1.2 Encourage, Value and Support Group Leaders</p> <p>1.3 Offer a mixed program of activities</p> <p>1.4 Bring members together by offering forums, social activities and events.</p>	<p>1.11 Include, collect & review self-identified skills on M'ship forms</p> <p>1.12 Encourage GLs to identify members who could lead a group</p> <p>1.13 Seek internally/externally GLs for nominated Groups</p> <p>1.21 Mentor for new GLs</p> <p>1.22 Visit Groups regularly</p> <p>1.23 Maintain an awareness of available positions in groups</p> <p>1.24 Review/hold regular GL meetings</p> <p>1.25 Ensure all groups have an AGL and consider succession planning</p> <p>1.31 Add new groups –(nominally 5+ per year)</p> <p>1.32 Have a suggestion board at Sign on Day/AGM</p> <p>1.33 Source new venues</p> <p>1.34 Invite suggestions for new Groups from potential participants and GLs</p> <p>1.41 Try to arrange at least one forum, social event and Christmas function annually</p>	<p>Committee</p> <p>GLO</p> <p>Committee</p> <p>GLO + experienced GL GLO,President+C'tee Committee + GLs</p> <p>Committee and GLs</p> <p>GLs</p> <p>GLO + Committee</p> <p>AGM Planning group</p> <p>Committee + GLs Committee</p> <p>Committee Committee</p>	<p>Review March Committee Meeting GL Meeting Agenda item As required</p> <p>As required Annually/group</p> <p>Incoming committee to consider each year GL and AGL List</p> <p>MYU3A</p> <p>Aspire for 5 New Groups/ Year As required</p> <p>Events occur</p>
OBJECTIVE	STRATEGIES	TASKS	WHO IS RESPONSIBLE	HOW MEASURED

<p>2. Governance</p> <p>Maintain an accountable organization that responsibly manages its finances and systems to make efficient and effective use of all available resources to achieve its mission.</p>	<p>2.1 Develop, administer and review an annual budget</p> <p>2.2 Ensure transparent financial practices and accountability</p> <p>2.3 Adhere to current Constitution</p> <p>2.4 Review and document policies & procedures including MYU3A and GL H'book</p> <p>2.5 Ensure Committee expectations are clear</p>	<p>2.11 Plan and approve annual budget – with reviews</p> <p>2.12 Apply for applicable Grants</p> <p>2.13 Consider requests for subsidies or financial support</p> <p>2.21 Arrange for Annual audit</p> <p>2.22 Process members payments in a timely manner</p> <p>2.23 Guide GLs oversight of group funds</p> <p>2.31 All policy/practice changes checked against constitution</p> <p>2.32 Review Constitution in light of legislative changes</p> <p>2.41 Embed Policy review in Committee agenda schedule</p> <p>2.42 Report on/Review SP annually</p> <p>2.43 Maintain a Key Register</p> <p>2.44 Maintain an Asset Register</p> <p>2.45 Ensure a MYU3A administrator always available</p> <p>2.46 Collate/update Venue, GL, member and course data on MYU3A</p> <p>2.47 Train GLs in MYU3A</p> <p>2.51 Role statements available at AGM</p> <p>2.52 Conduct Committee Orientation</p>	<p>Treasurer + Committee</p> <p>Committee</p> <p>Committee</p> <p>Treasurer + Committee</p> <p>Treasurer + M'ship Officer</p> <p>Committee + Public Officer</p> <p>Committee</p> <p>Secretary/President</p> <p>Committee</p> <p>President/Secretary</p> <p>Secretary/President</p> <p>Committee</p> <p>various</p> <p>President</p> <p>MYU3A admin</p> <p>President</p> <p>President</p>	<p>Budget Review 2 x each year</p> <p>As required</p> <p>When requested</p> <p>Report on AGM</p> <p>GL meeting agenda</p> <p>As required</p> <p>September Meeting Agenda</p> <p>July/Sept C'tee</p> <p>Update before AGM</p> <p>Review Regularly</p> <p>ongoing</p> <p>Sept C'tee meeting</p> <p>Annually with Monthly</p>
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	2.6 Collect & use age data to build M'ship profile	2.61 Review as part of M'ship report age/YOB data as indicative of demographic	Membership Officer	updates as required
OBJECTIVE	STRATEGIES	TASKS	WHO IS RESPONSIBLE	HOW MEASURED
3. Membership To have an informed and satisfied membership	3.1 Communicate with GLs 3.2 Communicate with Membership using available technologies 3.3 Involve members in future direction 3.4 Care about our members	3.11 Email/phone GLs regularly 3.21 Distribute <i>Clarion</i> to all members and public outlets 3.22 Maintain Website with up to date information 3.23 Submit media articles 3.24 Establish/maintain FB page 3.25 Use Notice Board/mailouts 3.26 Offer basic IT training to members 3.31 Invite suggestions through <i>Clarion</i> and FB page 3.41 Respond to advice from GLs on welfare of members 3.42 Observe privacy of details and emails	GLO Clarion editor Webmaster Publicity Officer (PO) ? Web master GLs + Welfare Officer Committee and GLs Committee + GLs	When possible
OBJECTIVE	STRATEGIES	TASKS	WHO IS RESPONSIBLE	HOW MEASURED
4. Organisational	4.1 Disseminate	4.11 Regularly submit publicity	PO	

<p>Identity</p> <p>Promote the activities and opportunities offered by CRU3A</p>	<p>information through a variety of media to members as well as the wider public.</p> <p>4.2 Continue to renew and grow membership</p> <p>4.3 Improve CRU3A visibility</p>	<p>articles to a variety of publications (including Seniors magazine)</p> <p>4.12 Build relationships and invite local press to events</p> <p>4.13 Pursue opportunities to advertise upcoming events</p> <p>4.21 Note membership numbers</p> <p>4.31 Look for opportunities for dedicated premises</p> <p>4.32 Identify CRU3A Groups in session eg flags or signs</p> <p>4.33 Consider Seniors Week display</p> <p>4.34 Use Town noticeboards</p>	<p>President + PO</p> <p>Membership Officer</p>	<p>Monthly</p>
<p>5. Wider Community</p> <p>Develop partnerships with other community groups, local council and other U3A entities.</p>	<p>5.1 Maintain membership Of U3A Network</p> <p>5.2 Participate in U3A conference</p> <p>5.3 Form close links with CVC</p> <p>5.4 Ensure local politicians are Informed of our Contribution to the community</p> <p>5.5 Develop partnerships with other community groups/organisations</p>	<p>5.11 Liaise with U3A Network</p> <p>5.21 Arrange representation</p> <p>5.31 List in CVC Cultural diary</p> <p>5.32 Invite LG reps to events</p> <p>5.41 Ensure public access to accurate info on webpage</p> <p>5.42</p> <p>5.51</p>	<p>As opportunities arise</p>	