



Clarence River U3A Inc

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Committee

Role Statement

Document

Defining the Role of the Clarence River U3A Committee

Overview:

The Committee's primary role is to manage the affairs of the CRU3A efficiently and effectively. Ref: Clause 14 – part 3 “Composition and Membership of Committee” of Clarence River U3A Constitution.

All decisions are made by a majority vote of attendees at a Committee meeting or, by email voting as in the relevant policy. From time to time the Committee may give a member, such as the treasurer, the right to make decisions within defined limits. Committee members may volunteer to be appointed to a sub-committee to investigate or take action on specific issues or take on a newly identified role.

Management committee roles are volunteer roles. This is a legal requirement and assures members; the public and other stakeholders that the CRU3A is being managed to fulfil its core purpose for its target beneficiaries. The Committee will ensure that Committee members are aware of the legal standing of volunteers and of data protection. Committee members should also familiarise themselves with the contents of CRU3A Constitution.

The responsibility of Committee Members are to:

- Committee members are expected to prepare themselves for meetings by reading the previous meetings minutes, agenda and any reports or papers relevant to the meeting.
- Attend meetings, involve themselves in discussion and vote on all decisions.
- Maintain confidentiality where required and deal with other members with respect and courtesy.
- Ensure the financial management of the CRU3A is sound.
- Ensure the Group activities reflect the needs of our members.
- Discuss new ideas and the management processes for the betterment of the CRU3A.
- Solve problems.
- Gather opinions.
- Endeavour to ensure our members feel enthusiastic about CRU3A.
- Brainstorm ideas and the management processes for the good of the CRU3A.
- Non-office holders are encouraged to take on a specific role on the committee and even suggest a role in an area not already undertaken.
- Behave with integrity to ensure the CRU3A's reputation is enhanced within the community.
- Ensure that all Groups have a visit from a Committee member at least once a year.

President Role Statement

Position Description

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.

Responsibilities

- Chair all meetings.
- Resolve any issues concerning the administration of CRU3A.
- Ensure that the committee makes decisions concerning CRU3A that are in the best interest to members and within the Constitution and other by-laws.
- Ensure endorsement of budgets and expenditure in consultation with the Treasurer and Committee.
- 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 unless otherwise delegated at a committee meeting.

Vice President Role Statement

Position Description

To carry out all of the responsibilities of the President when the President is not available.

Secretary Role Statement

Position Description

Collect, record and address any correspondence received by CRU3A by mail and email.
To record and keep accurate minutes of all Committee meetings.

Responsibilities

- Collect and record correspondence received by both post and e-mail.
- Address all correspondence in consultation with the Committee.
- Take minutes of Group Leaders', Committee and Annual General Meetings.
- Ensure that the Committee receives the necessary documentation for Committee meetings.
- Maintain the official records of CRU3A.
- Ensure all minutes and records are held in a safe and secure place.
- Keep records of all keys held by members.
- Maintain an asset register and depreciate schedule for all assets with an individual value exceeding \$100.

Assistant Secretary Role Statement

Position Description

- To carry out all of the responsibilities of the Secretary when the Secretary is not available.

Treasurer Role Statement

Position Description

The Treasurer is responsible for maintaining the financial records of the organisation including the preparation and presentation of monthly and annual accounts, the control of all income and expenditure, and the financial probity of CRU3A.

Responsibilities

- Maintain proper financial records in accordance with the needs of CRU3A and any relevant regulatory requirements.
- Ensure financial records are suitable for audit.
- Prepare an annual budget for approval by the committee and include actual and 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.
- Ensure safe custody of all monies and account books.
- Provide assistance and guidance to the President and Committee on financial matters as required.
- Collect and reconcile bank statements.
- Endeavour to ensure the Committee maintains the financial viability of CRU3A.

Assistant Treasurer Role Statement

Position Description

To carry out all of the responsibilities of the Treasurer when the Treasurer is not available.

Publicity Officer Role Statement

Position Description

To promote Clarence River U3A and its activities.

Responsibilities

- Develop a working relationship with relevant staff at the local newspapers e.g. The Daily Examiner and the Independent.
 - Promote CRU3A meetings, social events and activities through a variety of media.
 - Submit articles/photos for publication prior to and after the event where possible.
 - Obtain photos of classes in action and obtain information from the Group Leaders so as to promote the activities of Groups.
 - Forward information of importance to the webmaster.
 - Keep all photographs in folders on the computer and make them available to the editor of The Clarion and the Webmaster.
 - Arrange publicity on the radio and television when required.
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Group Liaison Officer Role Statement

Position Description

To help new Group Leaders set up classes and provide support for all Group Leaders. Liaise between Group Leaders and Committee.

Responsibilities

- Provide information to prospective Group Leaders
- Work with new Group Leaders to set up classes.
- Present information regarding a new group to the Committee for approval.
- When approved, pass on the details to the publicity officer, editor of The Clarion and webmaster.
- Recommend items/products asked for by Group Leaders to the Committee for funding.
- Communicate with all Group Leaders and keep them informed on decisions resulting from Committee meetings that are relevant to them.
- Email/mail information reminders in regard to social activities, Group Leader meetings and forums.
- Prepare class enrolment forms for Enrolment Day.
- Following enrolment day obtain a membership list from the membership officer and check to see if those signing on for classes are financial members. If any are found not to be financial, advise the Group Leader.
- Prepare a report for Committee meetings.

Webmaster Role Statement

Position Description

The Webmaster is primarily responsible for three activities:-

- Website Maintenance
- Incoming email to the official CRU3A email address tocru3a@gmail.com
- Outgoing mass emails to CRU3A members.

1. Website Maintenance

- Add or edit content on the website as directed by the committee from time to time.
- Advise the committee as to the suitability of proposed content and method of display.
- Ensure that software in which the website is constructed (WordPress) is kept up to date, including Plugins which are in use.
- Promptly act on any advice received from U3A NSW Network concerning site security and other measures.
- Assist with development of and maintain forms and documents which the Committee requires be uploaded to the website.
- Upload the Clarion to the website as each issue is published.
- Regularly review display of content and make enhancements as may seem appropriate.

2. Incoming Emails

- Monitor incoming mail.
- Delete what is obviously SPAM or other unwanted or irrelevant mail
- Answer emails which are of a general enquiry nature.
- Forward other emails to appropriate Committee members.

3. Outgoing Emails

- In conjunction with the Membership Officer, create and maintain email lists of members in categories required (such as Notice Board recipients, Clarion recipients) using CRU3A Google Mail accounts.
- Distribute the Clarion as each issue is published
- Distribute other emails as directed by the Committee.

4. Reporting

- Submit a report to the Committee at each Committee meeting which includes statistics on visits to the website and emails sent, delivered and opened.

Welfare Officer Role Statement

Position Description

The Welfare Officer represents CRU3A in the case of member (or their family) sickness, hospitalization or death.

Responsibilities

- To action appropriate response when advised of a member's circumstance.
 - To keep a detailed account of monies spent on cards etc.
 - To report back to the committee on matters concerning the welfare of the members of the CRU3A.
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Public Officer Role Statement

Position Description

Under the Fair Trading rules every association must have a Public Officer. The duties of the Public Officer are covered in detail on the Fair Trading Website. In summary the duties are as follows:-

- Notifying Fair Trading of any change in the association's official address within 28 days.
- Collecting all association documents from the former Public Officer and when leaving ensure delivery of the documents to the new Public Officer 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 practicable.
- Custody of any documents as required by the constitution.

Whilst attendance at committee meetings is not essential it is advisable the Public Officer attend to keep abreast of issues. The Public Officer is to receive all meeting documents.

Editor of The Clarion Newsletter Role Statement

Position Description

Produce an informative Newsletter at least three times each year:

- Following the Annual General Meeting (usually in August)
- At least 4 weeks prior to the Annual Membership and Class Enrolment Day
- In May or June of each year.

Responsibilities

- Access up to date Class/Group information from MYU3A and prepare the latest Group Schedule
- Contact the President for a report
- Organise material for publication. This material could possibly include:
 - A Group Liaison Officer's report
 - At least one item highlighting a particular group including photos/items/craftwork produced by the members
 - Items relevant to CRU3A members, including news from NSW Regional Network and other U3As
 - Other items of interest
- Obtain quotes for printing in accordance with The Clarion budget to cover publication and delivery, seeking approval from the Committee if extra expenditure is required
- Provide a draft of The Clarion to the Committee for endorsement
- Arrange printing of sufficient numbers of The Clarion
- Ensure distribution via post, email and public placement
- Send a digital copy to the Webmaster for:
 - Distribution to members who receive The Clarion by email
 - Placing the publication on the website
- Provide a post Clarion report to the Committee.

Membership Officer Role Statement

Position Description

Maintain the membership details of CRU3A ensuring it is an accurate record of who is a member of CRU3A.

Responsibilities

- Maintain a list of current members. These should be kept for a further 12 months to manually verify membership details.
- Create a membership summary to be presented at the monthly Committee meeting.
- Print badges and welcome letters for issuing to members.
- If requested, check that people attending classes are financial members.
- Follow up on comments that appear on application forms.
- Maintain a membership database using appropriate software ensuring security availability and currency of all records 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.
- Pass on any monies received with applications to the Treasurer.
- Maintain an outline of the Membership Officers duties and procedures for the next incumbent.

FUNCTION COORDINATOR Role Statement

Position Description

Put forward, organise and coordinate ideas for social or similar activities / events / functions for the good of CRU3A members.

Responsibilities

- Collect and submit ideas for events and functions (several each year) for U3A members as a whole, to the Committee for discussion.
 - Arrange and cost tentative venues, entertainment, catering and transport as needed and report back to the Committee for approval.
 - Send information regarding the event or function to the Web Master and Group Liaison Officer for dissemination to all members and in particular to Group Leaders so event or function can be publicized widely.
 - Arrange for members attendance costs to be sent to out bank account either directly or through Group Leaders.
 - Keep a list of members who have paid and are planning to attend.
 - Be present at events and functions (or have a representative attend) to facilitate its smooth running.
 - Arrange payment of venue owners, entertainers, caterers etc through the Treasurer.
 - Write a short account of the event or function for the Publicity Officer.
 - Report back to the Committee after the event or function.
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