



Clarence River U3A Inc

COMMITTEE MEMBERSHIP NOMINATION FORM

NOMINEE (Please PRINT full name)
POSITION nominating for (Please PRINT)
PROPOSER (Please PRINT name)
<i>Signature of Proposer</i>
SECONDER (Please PRINT name)
<i>Signature of Seconder</i>
<i>Signature of Nominee (accepting nomination)</i>

Please return at least a week before the nominated date of the AGM to

**The Secretary
Clarence River U3A
P.O. Box 310
MACLEAN. NSW 2463**

Have you ever considered becoming a committee member?

All positions will be declared vacant and any member may nominate for any of the CRU3A committee positions and roles:

Elected Positions	General committee member roles
President	Group Liaison Officer
Vice President	Membership Officer
Secretary	Web site and Email Officer
Treasurer	Publicity
	Assistant Secretary
	Assistant Treasurer
	Welfare Officer
	Men's Shed representative
	Function Organiser
	Public Officer (does not have to be on the committee)
	Clarion Editor (does not have to be on the committee)

The Committee is very active and committed to keeping CRU3A a vibrant and ever developing organisation that assists all our members and remains relevant in the local community. We work well as a team and endeavour to hold several events (both social and educational) each year that are in addition to our regular group activities.

The Committee meets monthly, on either the 2nd Monday or Tuesday of the month and meetings run for 2 to 3 hours. Committee members carry out their roles independently but also contribute to other activities through sub-committees. As this collaboration and communication is often not face to face, access to email is highly desirable.

Some of the general skills that help our committee members contribute effectively are:

- capacity to work in a team
- commitment to meetings
- personal organisational skills, and
- Willingness to participate in the community.
- Some positions require some more specific skills including financial understanding; IT literacy including basic Word and Excel; verbal and written communication; and secretarial and file/record management skills.

Each committee position has a full role statement which outlines the tasks and responsibilities included and there are procedure manuals for the Website Officer and Treasurer positions. Every effort is made to provide comprehensive hand over and training for new committee members so that they can make valuable contributions to the organisation quite quickly. You will find the role statements on our website <https://cru3a.u3anet.org.au/> and/or you can contact any of the current committee members for further information on what the role entails, etc.

We also have fun and it's an enormous pleasure to have a role in a non-profit organisation which has approximately 700 members and around 35 interest groups and contribute positively to their lives.

"You make a living by what you get. You make a life by what you give."
~Winston Churchill