



**Clarence River U3A Inc**

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# **Committee**

# **Role Statement**

# **Document**

# **Defining the Role of the Clarence River U3A Committee**

## **Overview:**

The Committee members are volunteers, and their primary role is to manage the affairs of the CRU3A efficiently and effectively.

All decisions are made by a majority vote of attendees at a Committee meeting or, by email voting as in the relevant policy.

The committee shall consist of: (1) the four office-bearers of the association, and  
(2) constitution states 3 is the required number, more allowed if required.

2. The office-bearers of the association are as follows:

- (1) the President,
- (2) the Vice-President,
- (3) the Treasurer,
- (4) the Secretary.

Outside the CRU3A committee are various volunteer area of responsibility positions available (Not formal members of the committee but are invited to every committee meeting to speak on their area of responsibility).

## **The responsibilities of Committee Members include:**

- Committee members are expected to prepare themselves for meetings.
- Attend meetings, maintain confidentiality involve themselves in discussion, and vote on all decisions.
- Ensure the financial management of the CRU3A is sound and behave with integrity.
- Ensure the Group activities reflect the needs of our members.
- Discuss new ideas and the management processes for the betterment of the CRU3A.

## **President**

### **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 and resolve any issues concerning the administration of CRU3A.
- Ensure that the committee makes decisions concerning CRU3A including the budgets and expenditure in the best interest to members and within the Constitution and other by-laws.
- Contribute to the annual report of the CRU3A.
- Address correspondence relative to CRU3A which is not dealt with by the Secretary.
- Represent the CRU3A and members at external activities, including media or the public.

## **Vice President**

### **Position Description**

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

## **Secretary**

### **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, & address in consultation with the committee any actions needed.
- Ensure that the Committee and others receives the necessary documentation for Committee, Group Leaders & AGM meetings and take the minutes of those meetings.
- Maintain the official records of CRU3A.
- Ensure all minutes and records including a key register are held in a safe and secure place,
- Maintain an asset register and depreciate schedule for all assets with a value exceeding \$100.

## **Assistant Secretary (automatically a committee member if elected)**

### **Position Description** (good to have one but not a requirement)

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

## **Treasurer**

### **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 for the CRU3A and any relevant regulatory requirements, ensuring 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 (automatically a committee member if elected)**

### **Position Description (good to have one but not a requirement)**

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

## **Membership Officer**

### **Position Description**

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

### **Responsibilities**

- Maintain a membership database (MYU3A) ensuring security availability and currency of all records.
- Maintain the database security of all personal information to prevent outside sources obtaining the information for personal gain.
- 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.
- Pass on any monies received with applications to the Treasure

## **Group Liaison Officer**

### **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 and work with prospective Group Leaders on setting up Group/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.
- Assist in preparing class enrolment forms for Enrolment Day.
- Prepare a report for Committee meetings.

## **Welfare Officer**

### **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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## **Volunteer areas of responsibility include:**

**(These can also be held by a member committee if they so wish and there is a vacancy)**

## **Public Officer (does not need to be a committee member)**

### **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.

## **Webmaster (does not need to be a committee member)**

### **Position Description**

The Webmaster is primarily responsible for three activities:-

- Website Maintenance
- Incoming email to the official CRU3A email address [tocru3a@gmail.com](mailto: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 or other items received from U3A NSW Network concerning site security.

- 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.

## **Editor of The Clarion Newsletter (does not need to be a committee member)**

### **Position Description**

To 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**

- Contact the President for a report.
- Organise items and photos to be published.
- Send a digital copy of the Clarion to the Webmaster for –
  - a) Distribution to members who receive Clarion by email
  - b) Placing the publication on the website.
- Provide a report to the Committee.

## **Publicity Officer & Facebook Co-ordinator (May be split over two members and they do not need to be committee members)**

### **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 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. Arrange publicity on the radio and television when required.
- 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.

## **FUNCTION COORDINATOR (does not need to be a committee member)**

### **Position Description**

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

### **Responsibilities**

- Submit ideas for events and functions for U3A members as a whole, to the Committee.
- Research to enable arrangements for cost, tentative venues, entertainment, catering and transport as needed and report back to the Committee for approval.
- Liaise with the Web Master and Group Liaison Officer for broadcasting to all members details of the proposed activity or event or function (eg that is publicized widely)
- Keep a list of members who have paid and are planning to attend. Arrange method of passing monies over to the Treasurer.
- 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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