

SUMMARY OF COMMITTEE DUTIES

ALL COMMITTEE MEMBERS

- Recognise that valuing the skills and experience of others enhances teamwork and contributes to the development of Strathalbyn U3A.
- Consult regularly with each other via phone, message and email.
- Advocate for U3A by
 - a) being familiar with our website and promotional materials and directing interested people to them.
 - b) being aware of opportunities to make contacts and develop relationships that support us.

PRESIDENT

- Maintain an overview of Strathalbyn U3A.
- Inform the Vice President as needed.
- Lead the management meetings.
- Consult regularly with the members of the committee to ensure their areas of responsibility are being managed and offer support and assistance where necessary.

VICE PRESIDENT/ WORK HEALTH & SAFETY COORDINATOR

- Be prepared to stand in when the President is not available.
- Ensure all members are aware of their responsibilities with their personal safety – ICE details on the back of the name badge plus any important medical information.
- Undertake WHS surveys of new venues in cooperation with the Group Presenter.
- Maintain the Incident Report Book and follow up any problems.

TREASURER

- Arrange to collect fees, issue receipts and bank the funds.
- Attend management meetings and report on the finances.
- Pay outstanding accounts.
- Arrange for auditing of financial records at the end of the financial year.

SECRETARY

- Prepare the agenda for the management meetings in consultation with the President.
- Attend management meetings and take minutes.
- Prepare minutes for circulation.
- Maintain a record of the Minutes.
- Carry out any instructions agreed to at the meeting.
- Answer enquiries received either by phone or email.
- Maintain and file documents in the U3A storage cupboard and load digital records on the U3A laptop.
- Regularly check for messages in the communication drop box.
- Prepare newsletter content in consultation with the Publicity Officer.

PROGRAM CO-ORDINATOR

- Maintain contact with Group Presenters and provide them with a list of registered participants and their contact details.
- Maintain the Member involvement database using the information on the individual registration forms.
- Maintain the Program sheet and keep it up to date with any corrections.

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- Investigate opportunities for new activities.
- Liaise with group leaders in respect to promoting and/or news of their courses.

PUBLICITY OFFICER AND/OR ASSISTANT

- Produce and update brochures and other promotional material.
- Monitor and maintain the website: <https://strathalbynu3a.com>, content for social media and online community information sources.
- Prepare the newsletter in consultation with the Secretary.
- Arrange for printed promotional material to be displayed on community noticeboards etc, and at SNC.
- Maintain adequate supply of brochures at SNC, library, Station Master's Gallery and others.
- Arrange for printing of newsletters, brochures and promotional material at the local MP's office.

COMMITTEE MEMBERS NON-OFFICE BEARING

- Take an active part in the Committee as time and circumstances permit. Support may involve assisting office bearers from time to time, working parties, events and so on.
- Respond to any correspondence.