



Position Descriptions

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<p>Job title</p>	<p>President</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • The President is ultimately responsible for the club. The role of the President is to oversee the running of the club and its administration. This involves running club meetings and ensuring effective management of the Board. In the eyes of the members, the success of the club is the President's responsibility.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Use a 'welcome to country' on all public occasions and events where visitors are present. ('I acknowledge the elders of the Aboriginal community and all our elders'). • Seek continuous improvement and actively work towards achieving clear goals in areas including funding, accommodation, volunteers, members, courses, events, technology and publicity • Actively promote and establish links with other community, government, business and U3A groups • Provide direction, motivation and support to all committee and Dandenong U3A members. • Chair all committee meetings, including the Annual General Meeting. • Present progress reports at each committee meeting and AGM. • Regularly review plans, goals and objectives, and work with the committee to monitor progress. • Maintain a full working knowledge of the Associations Incorporation & Rules. • Maintain a working knowledge of the roles and responsibilities of the Executive and Portfolios and support the Office Bearers and all Portfolio holders to deliver their component of the strategic plan. • Represent the views of the club and its members to outside interests (except where delegated). The President may represent U3A at local, regional and state levels.

	<ul style="list-style-type: none"> • Provide a written report for each edition of the newsletter • Work with the Executive team (President, Vic-President, Secretary, Treasurer and Office Manager) to set goals and priorities and to monitor and guide, ensuring progress towards our objectives and goals. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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Delegated Authority	<i>To be advised</i>
Skills	<ul style="list-style-type: none"> • Planning • Organising • Communicating • Influencing • Time Management

<p>Job title</p>	<p>Vice-President</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To work closely and collaboratively with the President, supporting and backing up the President by performing related duties, as agreed. <p><i>(Generally a position for someone who is being groomed to become President).</i></p>
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • The Vice President will usually take over the role of President when required (though this may be delegated to others in order that experience can be spread). • Fills in for any committee position temporarily vacant if required • With the President, be responsible for the Associations administration, development and continuity. • Assist the President and regularly review plans, goals and objectives, and work with the committee to monitor progress. • Work as a member of the Executive team (President, Vic-President, Secretary, Treasurer and Office Manager) to set goals and priorities and to monitor and guide, ensuring progress towards our objectives and goals. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities

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Delegated Authority	<i>To be advised</i>
Skills	<ul style="list-style-type: none">• Planning• Organising• Communicating• Influencing• Time Management

<p>Job title</p>	<p style="text-align: center;">Secretary</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To ensure: <ul style="list-style-type: none"> ○ the integrity of the governance framework including strategic planning ○ the smooth administration of the U3A, Dandenong ○ compliance with statutory and regulatory requirements • To record decisions and actions arising at Management Committee meetings • The Secretary is the Committee organiser and the person most involved in the practical running of the U3A. He keeps the wheels of the organisation turning. The Chairman and the Secretary need to be able to work well together and agree upon a course of action. Mutual trust is essential.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • The Constitution states that the Secretary has responsibility for: <ul style="list-style-type: none"> ○ Maintenance of a register of members ○ Custody of the common seal (if any) of the Association ○ and, <u>except</u> for the financial records, all books, documents and securities of the Association ○ granting access to members to: <ul style="list-style-type: none"> ▪ the register of members, ▪ the minutes of general meetings and other books and documents <p><i>Note: The Secretary must give the Registrar notice of his or her appointment within 14 days after the appointment</i></p> <ul style="list-style-type: none"> • The secretary maintains the Rules and By-Laws under which the U3A as an Incorporated Body operates. • The secretary is responsible for ensuring that new members are approved.

	<ul style="list-style-type: none"> • Prepare and distribute the agenda for committee meetings and AGM. • Take notes and record decisions and actions made at committee meetings and AGM, and produce minutes which, once approved at the subsequent meeting, become a final record • Generate and respond to official correspondence as required. • Prepares and maintains an information pack on the responsibilities and operation of the committee <p>As a member of the Committee of Management:</p> <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities ○ Prepare and distribute the agenda for committee meetings and AGM. ○ The secretary maintains the Rules and By-Laws under which the U3A as an Incorporated Body operates <ul style="list-style-type: none"> • Work as a member of the Executive team (President, Vic-President, Secretary, Treasurer and Office Manager) to set goals and priorities and to monitor and guide, ensuring progress towards our objectives and goals.
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<p>Delegated Authority</p>	<ul style="list-style-type: none"> • Responsibility for the maintenance of the official records of the Association. In particular records of the Annual General Meeting and Special General Meetings, and of Committee of management meetings. • The keeping of Minutes may be delegated to a Minute Secretary. • The safe keeping of membership records (soft and hard copy) may be delegated to the Membership Manager but responsibility for the membership
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	records of the Association remains with the Secretary.
Skills	<ul style="list-style-type: none">• Computer skills (particularly in using Word, Excel, Internet and Outlook)• Planning• Organisation• Communication• Presentation• Clear thinking

<p>Job title</p>	<p>Treasurer</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • Responsibility for all of u3A Dandenong’s money, both incoming and outgoing including the maintenance of accurate financial records (including electronic) to ensure legal compliance.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Receive all monies, bank funds, authorise payments of accounts, act as signatory on all bank accounts. Access bank statements via internet, monitor Term Deposits, Record (electronically) all monies received & funds paid out. • Prepare monthly reports for Committee, including Profit / Loss and cash movement. • Draft budget for final approval before the AGM. • Ensure all expenditure is approved by the CoM • Produce reports for U3A network as requested. • Submit accounts to an Auditor as directed by the Committee of Management. • The End of Year Financial Report is to be submitted to Consumer Affairs. • Submit BAS (Business Activity Statements) as per legal requirements • Assist with Grants, providing financial and insurance details where required. • Ensure that Licences/Insurance/APRA and assorted others are all current. • Keep backups of financial records held on computer • Provide tracking details on Membership Fees received including Associate membership and pro-rata fees • Advise the CoM of any investment opportunities. • Responsible for selecting, keeping up to date and current, all policies that the CoM see necessary to protect the members and assets of U3A Dandenong • Ensure the appropriate Insurance cover is up to date and reviewed with the CoM annually.

	<ul style="list-style-type: none"> • Work as a member of the Executive team (President, Vic-President, Secretary, Treasurer and Office Manager) to set goals and priorities and to monitor and guide, ensuring progress towards our objectives and goals. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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Delegated Authority	<i>To be advised</i>
Skills	<ul style="list-style-type: none"> • Financial • Computer skills particularly Excel and Internet

<p>Job title</p>	<p>Office Manager</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To provide a professional and friendly service to members: <ul style="list-style-type: none"> ○ Front desk contact and support ○ Acting as liaison between Committee of Management and members. ○ Class Notices • To manage and train the Front Office volunteers. • Receive and handle day to day communications including: <ul style="list-style-type: none"> ○ Correspondence ○ Requests for payment
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Class Notice • Member Service Point • Telephone calls • Correspondence • Tutors • Communications • Review new member applications and highlight any matters that may affect the decision of the CoM in approving the application; otherwise present a list of Names, Work roles and skills to the CoM for approval and/or opportunity to follow up re potential U3A support activities • Organise office supplies and the functioning of the Office • Schedule and train office volunteers • Maintain a key register • Coordinate membership records, tutor records, course records including attendance • Handle enquiries from members and potential members. • In conjunction with the Membership Director, follow up with members that have not renewed their membership within 3 months) to see why they have chosen not to renew.

	<ul style="list-style-type: none"> • Assist members who are unable to provide “typed” copy for submissions to CoM, Class Notice and NEWS by receiving their timely written submissions and converting to electronic copy. • Ensure collation of annual reports for Annual and Special General Meetings in a timely manner. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities • Work as a member of the Executive team (President, Vic-President, Secretary, Treasurer and Office Manager) to set goals and priorities and to monitor and guide, ensuring progress towards our objectives and goals.
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<p>Delegated Authority</p>	<ul style="list-style-type: none"> • Petty Cash (\$ <i>To be advised</i>)
<p>Skills</p>	<ul style="list-style-type: none"> • Computer skills particularly in using Word, Excel, Internet and Outlook • Empathetic and Caring • Willing to Go Above and Beyond • Ability to Anticipate members Needs • Engaging and Inquisitive • Calm, Composed • Always Smiling • Knowledgeable and resourceful.

<p>Job title</p>	<p>Grants & Sponsorship</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To identify and proactively pursue the availability of grants and sponsorship including: <ul style="list-style-type: none"> ○ financial ○ provision of equipment such as computers, office equipment, exercise equipment and safety items ○ provision of space to hold meetings
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Identify and follow-up on potential sources of funds e.g. sponsorship, grants etc. • Determine the purpose to which the funds/sponsorship may be used • Develop a fundraising plan. • Write the grant application or sponsorship proposal. • Ensure the acquired funds are being used for the designated purpose. • Maintain relationships with donors, grant agencies and sponsors. • Submit regular reports to the CoM. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities

Delegated Authority	<ul style="list-style-type: none">• No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none">• Communication• Organisation• Ideally, experience in marketing or sponsorship would be an advantage

<p>Job title</p>	<p align="center">Health & Safety</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To develop, maintain and administer the U3A Dandenong health and safety policy.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • To develop and document a Health and Safety Plan for Dandenong U3A that includes: <ul style="list-style-type: none"> ○ Accident avoidance ○ Reporting criteria ○ Investigation ○ Health & Safety education of members with focus on avoiding accidents ○ Member responsibilities (including insurance) ○ Incident reporting ○ Emergency Services ○ Health & Safety Risk Management including Health & Safety Risk Register <p><i>Note: Many U3A websites already include copies of detailed plans which be accessed and provide the basis for the Dandenong policy.</i></p> <ul style="list-style-type: none"> • To provide regular updates to the CoM • To submit regular Health & Safety articles to the newsletter • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities

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Delegated Authority	<ul style="list-style-type: none">• No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none">• Computer skills particularly in using Word, Excel, Internet and Outlook• Presentation skills• Grammar and spelling

<p>Job title</p>	<p>Membership</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To provide a focal point of contact for people applying to join the U3A, including: <ul style="list-style-type: none"> ○ responsibility to collect and maintaining member information records ○ providing members with name tags ○ providing all new and existing members with information including Members Handbook and latest newsletter
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Manage the database of members in Dandenong U3A Members Administration System (in liaison with the Secretary). • Produce and provide membership name tags (upon receipt of membership fees) • Act as the point of contact and send out welcoming information to new and potential members. • Provide reports to the Committee of Management on membership statistics • Conduct membership recruitment activities • Develop list of new members for committee approval and provide to NEWS Editor(s) • Follow up with new members at least 3 months after they have joined U3A Dandenong to ensure their needs are being met and to see how their skills /experience could be used to enhance the work of U3A Dandenong • In conjunction with the Office Manager, follow up with members that have not renewed their membership within 3 months) to see why they have chosen not to renew • Deal with applications and membership renewals by updating and maintaining members records both paper and computer based, ensuring Data Protection protocols are observed

	<ul style="list-style-type: none"> • Ensure Newsletters and other information is received by all Members • Conduct checks that people attending classes are financial members • Follow-up on information provided on application forms to ensure that U3A taps into available skills and capabilities • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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Delegated Authority	<ul style="list-style-type: none"> • No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none"> • Computer skills particularly in using Word, Excel, Internet and Outlook • Grammar and spelling

Job title	Network Representative
Purpose of the position	<ul style="list-style-type: none"> • Regularly attend and participate in U3A Network meetings as the Dandenong U3A representative. • To receive information, advice and relevant services available to member U3As
Responsibilities and duties	<ul style="list-style-type: none"> • Attend network meetings and provide reports of Network meetings to each meeting of the CoM including opportunities: <ul style="list-style-type: none"> ○ in the wider U3Acommunity ○ for co-operation and networking with other U3As ○ for links with educational and Seniors' organisations ○ for co-operation with/ support from relevant sources for applied research into life-long learning and related aspects of ageing • To provide regular contributions to the Dandenong newsletter covering the above content.
Delegated Authority	<ul style="list-style-type: none"> • Not applicable
Skills	<ul style="list-style-type: none"> • Listening skills • Communication

<p>Job title</p>	<p style="text-align: center;">News Editor</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To co-ordinate the planning, production and distribution of the Newsletter <ul style="list-style-type: none"> ○ June (3rd week) - End of first semester ○ November (3rd week) - End of 2nd semester ○ March (3rd week) - Beginning of 1st semester – Committee contribution
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Set format and presentation standard for the newsletter including use of styles within Microsoft Word • Collects newsworthy items and course information • Monitors other U3A newsletters as well as U3A websites • Receive and acknowledge contributions to the newsletter • Review contributions to ensure: <ul style="list-style-type: none"> ○ Correct grammar and spelling ○ Consistency with format and presentation standards ○ Adherence to U3A standards e.g. avoidance of any contribution that may cause offence to a member or group of members • Arrange layout of contributions in order to achieve presentation standards • Log all contributions received to track and report upon input to the newsletter • Maintain a schedule as below: <ul style="list-style-type: none"> ○ Class Notice Alert 4 weeks prior to issue date ○ Second Class Notice Alert 3 weeks prior to issue date ○ Contributions deadline 1½ weeks prior to issue date ○ Compilation 9 days prior to issue date ○ Review 6 days prior to issue date

	<ul style="list-style-type: none"> ○ Print request prior to issue date 3 days ○ Upload to web page prior to issue date 3 days ○ Email link to members prior to issue date 3 days ○ PDF to printers prior to issue date 3 days ○ Collect print and deliver to office Issue date ● As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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Delegated Authority	<ul style="list-style-type: none"> ● Newsletter printing and publishing authority (including web) ● Editorial authority to ensure that all published contributions meet respectful expectations ● Delegate editorial review prior to publication ● No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none"> ● Computer skills particularly in using Word, Excel, Internet and Outlook ● Presentation skills ● Grammar and spelling

<p>Job title</p>	<p>Program Co-ordinator</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To: <ul style="list-style-type: none"> ○ Manage the program schedule and venues ○ Engage with members to identify and recruit new tutors ○ Arrange and maintain the class timetable and venues ○ Develop, promote, obtain approval and arrange new courses, activities and presentations.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Respond to members and public enquiries re courses and activities and attract involvement from members in running new activities and short courses. • Support and communicate with Course Tutors/Leaders. • Arrange U3A Tutor meetings as required and respond to tutor issues. <ul style="list-style-type: none"> ○ Develop Themes, Agendas, Minutes and sessions for the meeting. Liaise with Committee Members who may wish to present to tutors during the session. • Maintain records of courses and activities. • Organise, maintain, update and advertise Courses Timetable via class notice and newsletter • Inform NEWS Editor and webmaster of changes for Classes List in NEWS. • Notify all affected people as per the New or Modified Course/Activity Form available on the web. • Produce reports to CoM and for the NEWS. • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios

	<ul style="list-style-type: none"> ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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<p>Delegated Authority</p>	<ul style="list-style-type: none"> ● No \$ authority unless authorised by the Management Committee
<p>Skills</p>	<ul style="list-style-type: none"> ● Planning ● Organising ● Influencing ● Communicating

Job title	Publicity
Purpose of the position	<ul style="list-style-type: none"> • To develop and implement a public relations plan that will better market and promote U3A in the area • To write and issue regular media releases concerning upcoming events, interesting personalities and club activities and achievements. • To be responsible for the promotion and marketing of the Dandenong U3A
Responsibilities and duties	<ul style="list-style-type: none"> • Arrange talks to be delivered by Committee Members to interested bodies, such as Rotary. Mens Shed, Probus • Arrange interviews with the media (radio, newspaper etc) • Take out paid advertisements where instructed by the Committee. • Design posters and flyers to promote U3A • Distribute poster/flyers and hard-copy publicity material • Keep local media aware of our activities and achievements. • Provide local media with: press releases, photographs, short feature articles and any other material as requested for newspaper supplements. • Maintains good liaison with all local media representatives • Arrange for newsletter and flyers to be distributed to libraries and other outlets • Take or obtain frequent photographs for publicity and newsletter use • Advise Committee of Management on new promotional possibilities

Delegated Authority	<ul style="list-style-type: none">• No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none">• Computer skills particularly in using Word, Excel, Internet and Outlook• Presentation skills• Grammar and spelling

Job title	Social
Purpose of the position	<ul style="list-style-type: none"> • The Social Secretary/Fundraising Coordinator has the specific responsibility of organizing social and fundraising events with the overall aim of creating a sense of community and involvement.
Responsibilities and duties	<ul style="list-style-type: none"> • Prepare a calendar of events for the year and present it to Committee of Management <ul style="list-style-type: none"> ○ This social/ fundraising calendar will be a guide which is subject to change. This calendar should include dates for coffee mornings and dinners throughout the year. • Prepare and present reports to the Committee of Management outlining the social/fundraising events with the costs involved in these events to be approved by the Committee. • Coordinate and manage the events scheduled for the year with assistance from members • Promote/publicize all social events including Class Notices, newsletter, webpage, facebook and local media • Be aware of laws and regulations by which the U3A needs to abide eg. Food Handling Liquor Licence. • Complete bookkeeping duties in relation to fundraising activities.

Delegated Authority	<ul style="list-style-type: none"> • No \$ authority unless authorised by the Management Committee
Skills	<ul style="list-style-type: none"> • Social skills

	<ul style="list-style-type: none">• Communication
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<p>Job title</p>	<p>Social Media</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To establish and maintain a communication capability in Facebook that enables personal engagement in an online space and allows individual users to connect in a simple, shorthanded manner, sharing thoughts, news and multimedia content.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Develop club social media presence • Promote U3A events • Engage followers to transform visitors into advocates for U3A Dandenong • Work with the members of CoM to create relevant content • Deliver regular updates to followers • Retain visitors through one on one interaction • Maintain a public page but also establish/administer a private fb group for Dandy U3A members only • Provide regular feedback to the CoM on the use and benefits of the FB presence in both private and public space

<p>Delegated Authority</p>	<ul style="list-style-type: none"> • Authority to publish U3A Dandenong information in the FB space (providing the key information matches information posted on the main web site) • Authority to respond to contacts, subject to working within the Rules and By-Laws under which the U3A as an Incorporated Body operates. • No \$ authority unless authorised by the Management Committee
<p>Skills</p>	<ul style="list-style-type: none"> • Computer and social media savvy <ul style="list-style-type: none"> ○ Expertise in the use of online networking sites ○ Proficient in standard Office software applications. • Able to quickly adapt to strategies in response to consumer feedback. • Respectful and effective communication. • A creative mind. • Thorough knowledge of the U3A Dandenong (Club represented) • Good communicator who enjoys social engagement

<p>Job title</p>	<p>Webmaster</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To build functional and easy-to-use website: <ul style="list-style-type: none"> ○ Update website content and review Search Engine Optimisation ○ Monitor and analyse site performance (e.g traffic, conversions) ○ Address user complaints • To overview, maintain, edit and update the content on U3A’s website, ensuring appropriate editorial content, professional presentation and accessibility for members and the public.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • The webmaster is responsible for maintaining the U3A’s website both by updating the content and being the contact with the hosting company and the domain registrar. • The webmaster is responsible for updating the password to the members’ area each year and reports to the committee on the usage (“hits”) received by the website each month. • Post and/or remove items from the website within 5 days from request, subject to approval from <ul style="list-style-type: none"> ○ President or ○ Vice-President or ○ Secretary • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities

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<p>Delegated Authority</p>	<ul style="list-style-type: none"> • Items may be posted on the public website, subject to permission from: <ul style="list-style-type: none"> ○ President or ○ Vice-President or ○ Secretary <p>Note: All members of the CoM have authority to upload items to the CoM website area</p> <ul style="list-style-type: none"> • No \$ authority unless authorised by the Management Committee
<p>Skills</p>	<ul style="list-style-type: none"> • Computer skills particularly in using Web publishing, Word, Excel, Internet and Outlook • Presentation skills • Grammar and spelling

Job title	Committee of Management (CoM)
Purpose of the position	<ul style="list-style-type: none"> • This Position Description outlines the general responsibilities of <u>ALL</u> members of the CoM whether carrying a specific portfolio or member of the General Committee
Responsibilities and duties	<p>The Management Committee will seek to achieve the goals of U3A Dandenong by the following means:-</p> <ol style="list-style-type: none"> 1. Maintain U3A in a sound financial position:- <ul style="list-style-type: none"> • by maintaining cash reserves to an amount equivalent to a minimum of three months operating costs, • by reviewing subscriptions annually and ensuring that they at least cover projected operating costs, • by maintaining a tight control on operating costs, • by seeking out opportunities for fund-raising and grants, including donations and bequests. 2. Ensure that the administrative functions of U3A run efficiently:- <ul style="list-style-type: none"> • by maintaining timely and accurate records, • by continuing training of office volunteers, • by encouraging administrators, including Management Committee office holders to perform succession planning, • by giving priority to further development of the U3A Membership Management System. 3. Provide a long-term base for teaching activities:- <ul style="list-style-type: none"> • by seeking to negotiate long-term leases of existing premises on terms acceptable to U3A,

	<ul style="list-style-type: none"> • by exploring opportunities to create a Hub with other age-friendly volunteer organisations in Dandenong, • by exploring the possibility of philanthropic donations to U3A to finance a stand-alone home for U3A Dandenong. <p>4. Enhance the quality and breadth of the curriculum:-</p> <ul style="list-style-type: none"> • by seeking feedback from its members about the curriculum and its delivery by performing occasional surveys, • by providing training for tutors and other volunteers as required, • by seeking external speakers, e.g. from other U3A chapters and COTA to give talks on relevant topics. <p>5. Increase participation of members as volunteers, both tutors and helpers:-</p> <ul style="list-style-type: none"> • by making volunteers feel that they are valued, by means of tutor forums, tutor and volunteer social events, • by seeking out and encouraging members who can add value to U3A's activities, • by providing guidance for prospective tutors and other volunteers as requested, • by encouraging class participants to give positive feedback to tutors and their volunteer helpers. <p>6. Increase membership to at least 500 by 2022:-</p> <ul style="list-style-type: none"> • by promoting U3A in local news media, • by focussing on academic activities for the 50 to 60 age group • by participating in seniors expos in Dandenong, • by introducing new courses with points of differentiation from competitors, • by promoting U3A Dandenong to medical practices and seniors' groups (e.g. RSL and local tennis/sporting clubs), • by encouraging members to bring non-member friends to a class on a trial basis, • by introducing a non-member price for U3A fundraising events. <p>7. Improve communication between U3A management, tutors and members:-</p> <ul style="list-style-type: none"> • by continuing to develop its Membership Management System,
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	<ul style="list-style-type: none"> • by encouraging tutors and members to use the Membership Management System, • by ensuring that e-mailing does not disadvantage members who have limited access to computers by providing hard copies of newsletters and other U3A documents. <p>8. Maintain cooperation with other volunteer agencies:-</p> <ul style="list-style-type: none"> • by attendance at appropriate Seniors Network monthly meetings, • by regular contact with other local organisations for seniors, • by regular contact with other U3A chapters, • by maintaining close links with U3A Network. <ul style="list-style-type: none"> • Each member of the Committee of Management (CoM) should: <ul style="list-style-type: none"> ○ actively participate in committee meetings ○ support other committee members to manage Portfolios ○ ensure that the needs of the members are being met ○ be aware of and develop Policies, Procedures and Processes to provide Governance and support the work of U3A Dandenong and its members ○ be an active participant in CoM activities
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Delegated Authority	<ul style="list-style-type: none"> • As appropriate to specific role
Skills	<ul style="list-style-type: none"> • As appropriate to specific role