



DANDENONG
UNIVERSITY OF THE THIRD AGE

U3A Dandenong Inc.

U3A Dandenong Inc.

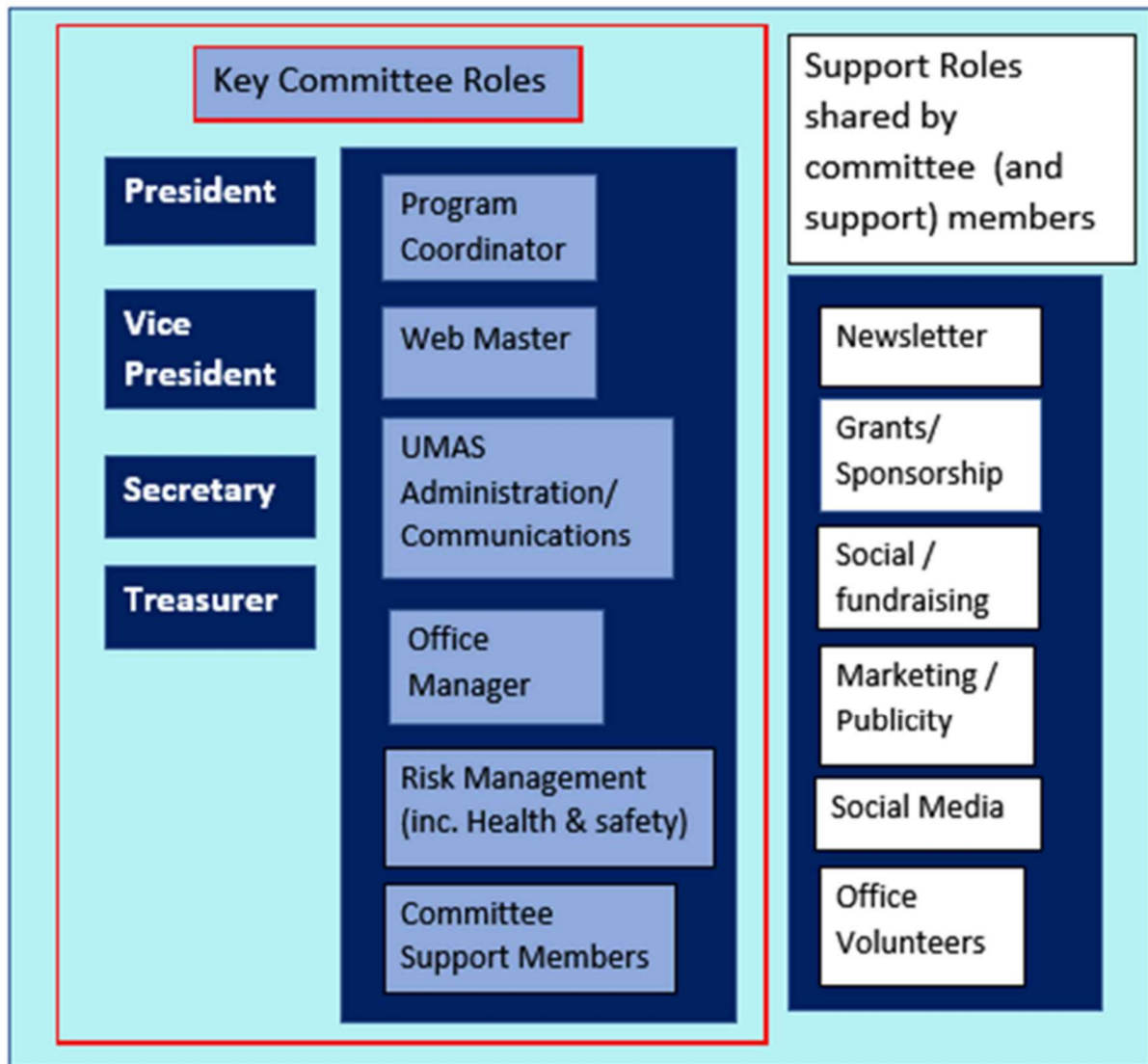
Position Descriptions

Revision Table

Revision	Updated by	Role	Change	Date
1.0	D Purdon	Secretary	Initial Issue	October 2019
2.0	J Keane	President	Minor updates to roles	August 2021
3.0	J Keane	President	Updated roles to reflect how CoM is currently working	July 2022
4.0	J Keane	President	Reviewed	September 2024

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Job title	President
Purpose of the position	<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.<ul style="list-style-type: none">○ This involves running club meetings and ensuring effective management. In the eyes of the members, the success of the club is the President's responsibility.
Responsibilities and duties	<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• 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○ To provide regular contributions to the Dandenong newsletter covering the above content.• 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.• Ensure all U3A Dandenong Documentation – Policies / procedures / manuals are reviewed and



	<p>updated at least annually or more frequently as required.</p> <ul style="list-style-type: none"> • 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. • Provide a written report for each edition of the newsletter • Work with the Executive team (President, Vic-President, Secretary, Treasurer, Program Manager 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	<ul style="list-style-type: none"> • To be advised
Skills	<ul style="list-style-type: none"> • Planning • Organising • Communicating • Influencing • Time Management

<p>Job title</p>	<p style="text-align: center;">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 or Past President to assist new 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

Delegated Authority	<ul style="list-style-type: none">• To be advised
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 who oversees the practical running of the U3A. The Secretary is assisted by the UMAS Administrator and Communications Officer who maintains the membership record database and email communications with members. The Secretary and President 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. • Prepare and distribute the agenda for committee meetings and AGM.



	<ul style="list-style-type: none"> • 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 • Ensure collation of annual reports for Annual and Special General Meetings in a timely manner. • Governance reporting eg ACNC reporting is completed in a timely manner • 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, review and where necessary create / update 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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Delegated Authority	<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.
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Position Description

	<ul style="list-style-type: none">• The keeping of Minutes may be delegated to a Minute Secretary.• The maintenance of membership database may be delegated to the UMAS Administration and Communications officer but responsibility for the membership 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 – ability to learn and use UMAS and Zoom)• Planning• Organisation• Communication• Presentation• Clear thinking



Job title	Treasurer
Purpose of the position	<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.
Responsibilities and duties	<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 UMAS reports on Membership Fees received• 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.• 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.



	<ul style="list-style-type: none">• 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">• To be advised
Skills	<ul style="list-style-type: none">• Financial• Computer skills particularly Excel and Internet

<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. • Manage / negotiate venue hire contracts • Support and communicate with Course Tutors/course co-ordinator • Arrange U3A Tutor/Course Coordinator 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 • Update course details in UMAS so changes flow through to web site • Email all affected people of changes to Course/Activity. • Advertise Course Timetable via UMAS and web site and 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

	<p>support the work of U3A Dandenong and its members</p> <ul style="list-style-type: none"> ○ 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 – learn and use UMAS to update course details and communicate to Tutors, Use Excel to draft program schedule. • Planning • Organising • Influencing • Communicating

<p>Job title</p>	<p style="text-align: center;">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. ○ Providing hard copies of information to Members as required eg Members Handbook and latest newsletter. • To manage and train the Front Office volunteers. • Receive and handle day to day requests received via office phone or in person: <ul style="list-style-type: none"> ○ Help with joining, enrolling and paying using UMAS ○ providing members with name tags ○ Handling cash payments ○ Passing on absence notifications
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • Member Service Point • Telephone calls • Correspondence • Assist Tutors / Course coordinators (eg help with photocopying, equipment loans and troubleshooting, consumable supplies) • Maintain asset register • Organise office supplies and the functioning of the Office • Schedule and train office volunteers • Handle enquiries from members and potential members. • In conjunction with the UMAS Administrator and communications officer, follow up with members that have not renewed their membership within 3 months and don't have email) to see why they have chosen not to renew. • Assist members who are unable to provide "Word" copy for submissions to CoM, Class Notice and NEWS by receiving their timely written submissions and converting to electronic copy.



	<ul style="list-style-type: none"> • 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, review and assist in the development and update of 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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Delegated Authority	<ul style="list-style-type: none"> • Petty cash (as agreed with Treasurer)
Skills	<ul style="list-style-type: none"> • Computer skills particularly in learning how to use UMAS, 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.



Job title	UMAS Administration and Communications Officer
Purpose of the position	<ul style="list-style-type: none">• To provide a focal point of contact for people applying to join, renew membership and for member email communications for U3A Dandenong.• Manage and maintain the U3A Members Administration System – UMAS for U3A Dandenong (in liaison with the Secretary).• Class Notice
Responsibilities and duties	<ul style="list-style-type: none">• Attend U3A Network UMAS training and information sessions to learn how to use and about new features to maintain and upgrade UMAS for U3A Dandenong.• Perform annual roll over of membership in UMAS.• Ensure course details are added and updated as required to UMAS so information is correct and Current on U3A Dandenong’s web site• Maintain membership type for Tutors/course coordinators and UMAS access levels.• Create and issue attendance sheets for Tutors/Course Coordinators• Email update information on Dandenong U3A activities to keep all active Members informed of any changed requirements and additional upcoming events as required. Including Newsletters and Annual report• Ensure members without email have found themselves an email buddy who will communicate emailed updates to them.• Provide reports to the Committee of Management on membership statistics and annually to U3A Network• List of new members for committee approval• Follow up with new members after at least 3 months after they have joined U3A Dandenong to ensure their needs are being met and to see how their skills



	<p>/experience could be used to enhance the work of U3A Dandenong</p> <ul style="list-style-type: none"> • In conjunction with the Office Manager, follow up with members without email that have not renewed their membership within 3 months. • Email in active members about re-joining twice yearly. • Remove key data for members who unsubscribe or resign or die. • 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 - ability to learn how to use and update UMAS Also in using Word, Excel, Internet and Outlook • Grammar and spelling



Job title	Webmaster
Purpose of the position	<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 design using effective principles of web design.○ Monitor and analyse site performance○ 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.
Responsibilities and duties	<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 committee area when required• Attend relevant U3A Network meetings• Annually reports to the committee on website statistics• 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



Delegated Authority	<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 may request upload of items to the CoM website area.</p> <ul style="list-style-type: none">• Responsible for UMAS upgrades/updates if UMAS Administrator and communications officer is unavailable• No \$ authority unless authorised by the Management Committee
Skills	<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	Grants & Sponsorship
Purpose of the position	<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
Responsibilities and duties	<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 • Write the grant application or sponsorship proposal. • Ensure the acquired funds are being used for the designated purpose and detailed records are kept. • Submit acquittal reports as required by the grant • 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



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U3A Dandenong Inc.

Position Description

Skills	<ul style="list-style-type: none">• Communication• Organisation• Ideally, experience in marketing or sponsorship would be an advantage
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Job title	Social and Fundraising
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 activities such as BBQ's, Raffles, Bunnings sausage sizzles and dinners). • 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 as appropriate using Member emails, Class Notices, newsletter and facebook. • 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. • As a support member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings as required ○ 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 support the work of U3A Dandenong and its members

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• Communication

<p>Job title</p>	<p style="text-align: center;">Risk Manager</p>
<p>Purpose of the position</p>	<ul style="list-style-type: none"> • To annually review and update the Risk Register with the CoM • To review and update the U3A Dandenong health and safety policy and related documentation and communicate these documents to members. • Follow up on incident reports and conduct investigations.
<p>Responsibilities and duties</p>	<ul style="list-style-type: none"> • To follow up on incident reports received to <ul style="list-style-type: none"> ○ Check on welfare of those involved ○ Investigate causes of incidents ○ Implement any actions require to minimizes risk of reoccurrence. • To annually review and update the Risk Register with the CoM. <ul style="list-style-type: none"> ○ To conduct any Risk Assessments as deemed necessary • Determine any actions/projects that need to be undertaken to reduce risk ratings including. <ul style="list-style-type: none"> ○ <u>Test and tag</u> – done early in the year – coordinate with venue management ○ <u>First aid kits</u> – Contents need to be reviewed annually so items are in date and available in kits ○ <u>First Aid training</u> – To maintain own first aid qualification and encourage more members to be first aiders and make sure members keep their training is up to date. Aim to have a First Aider enrolled in each course ○ <u>Apply for grants</u> that can be used to cover costs of the above activities.



	<ul style="list-style-type: none"> • To annually review and update the Health and Safety documentation for Dandenong U3A that includes: <ul style="list-style-type: none"> ○ Health & Safety education of members ○ Health & Safety Risk Management ○ Incident reporting ○ Investigation ○ Member responsibilities ○ Emergency Management ○ Documentation of health and safety requirements • To provide regular updates to the CoM • As a member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings as required ○ 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
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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>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"> • Attend U3A Network marketing sessions on facebook • 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 • As a support member of the Committee of Management (CoM): <ul style="list-style-type: none"> ○ actively participate in committee meetings as required ○ 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 support the work of U3A Dandenong and its members

<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



Job title	Marketing / 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 be responsible for the promotion and marketing of the Dandenong U3A
Responsibilities and duties	<ul style="list-style-type: none">• Attend U3A Network marketing meetings and report to CoM• by promoting U3A in Dandenong Council news , press releases, photographs, short feature articles• Identify events that U3A Dandenong can become involved in to promote U3A Dandenong (eg local fetes)• Contact organisers of these events to coordinate U3A Dandenong participation.• Design posters, flyers and videos to promote U3A• Arrange for flyers to be distributed to libraries and other outlets• Arrange talks to be delivered by Committee Members to interested bodies, such as Rotary. Mens Shed, Probus• Investigate possible synergies with other seniors' organisations to promote U3A Dandenong activities.• Arrange interviews with the media (radio, newspaper etc)• Advise Committee of Management on new promotional possibilities• As a Support member of the Committee of Management (CoM):<ul style="list-style-type: none">○ actively participate in committee meetings as required○ 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 support the work of U3A Dandenong and its members
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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

Job title	News Editor
Purpose of the position	<ul style="list-style-type: none"> • To co-ordinate the planning, production and distribution of the Newsletter <ul style="list-style-type: none"> ○ March (3rd week) - Beginning of 1st semester ○ June (1st week) - End of first semester ○ August (4th week)- Beginning of 2nd semester ○ November (1st week) - End of 2nd semester ○ – Committee contribution
Responsibilities and duties	<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

	<ul style="list-style-type: none"> Maintain a schedule for Newsletter publishing as below: 																
	<table border="1"> <thead> <tr> <th>Action</th> <th>Time before issue date</th> </tr> </thead> <tbody> <tr> <td>Set Contributions deadline to</td> <td>1½ weeks</td> </tr> <tr> <td>Email Tutors/ course coordinators for contributions</td> <td>4 weeks</td> </tr> <tr> <td>Reminder to Tutors/course coordinators</td> <td>3 weeks</td> </tr> <tr> <td>Compilation</td> <td>7 days</td> </tr> <tr> <td>Review</td> <td>5 days</td> </tr> <tr> <td>Print Request</td> <td>3 Days</td> </tr> <tr> <td>Send to webmaster to Upload to web page</td> <td>On issue day</td> </tr> </tbody> </table>	Action	Time before issue date	Set Contributions deadline to	1½ weeks	Email Tutors/ course coordinators for contributions	4 weeks	Reminder to Tutors/course coordinators	3 weeks	Compilation	7 days	Review	5 days	Print Request	3 Days	Send to webmaster to Upload to web page	On issue day
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<ul style="list-style-type: none"> As a support member of the Committee of Management (CoM): <ul style="list-style-type: none"> actively participate in committee meetings as required 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 																	

<p>Delegated Authority</p>	<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
<p>Skills</p>	<ul style="list-style-type: none"> Computer skills particularly in using Word, Excel, Internet and Outlook Presentation skills Grammar and spelling



Job title	Welfare
Purpose of the position	<ul style="list-style-type: none">• To provide a point of contact when committee is notified that a member has become seriously ill, has died or a close relative of a member has died
Responsibilities and duties	<ul style="list-style-type: none">• When notified that a member has died, a close relative has died or member is seriously ill<ul style="list-style-type: none">○ Send sympathy or get-well cards as appropriate to member or members family.○ As appropriate make phone contact○ Notify other U3A Dandenong members as considered appropriate.• As required report back to the CoM through the Office Manager
Delegated Authority	<ul style="list-style-type: none">• Petty cash (\$ to be advised)
Skills	<ul style="list-style-type: none">• Empathetic and Caring• Calm, Composed• Knowledgeable and resourceful.

Job title	Network Representative (part of President role)
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;">Committee of Management (CoM)</p>
<p>Purpose of the position</p>	<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
<p>Responsibilities and duties</p>	<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 operation of UMAS 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, • by exploring the possibility of philanthropic donations to U3A to finance a stand-alone home for U3A Dandenong. 4. Enhance the quality and breadth of the curriculum:- <ul style="list-style-type: none"> • by seeking feedback from its members about the curriculum and its delivery by performing occasional surveys,

	<ul style="list-style-type: none"> • 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 :-</p> <ul style="list-style-type: none"> • by participating in festival/ fetes and other events as agreed by the committee. • by introducing new courses with points of differentiation from similar organisations, • by promoting U3A Dandenong to other organisations (e.g. RSL and local tennis/sporting clubs, medical practices), • by encouraging members to bring non-member friends to a class on a trial basis, <p>7. Improve communication between U3A management, tutors and members:-</p> <ul style="list-style-type: none"> • by using email via UMAS and encouraging tutors to use UMAS for course member details, • 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. By encouraging the Email Buddy system <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's,
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	<ul style="list-style-type: none"> • by maintaining close links with U3A Network. • 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