



BENDIGO
UNIVERSITY OF THE THIRD AGE

Committee of Management

Handbook

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Welcome to The U3A Management Team

Thank you for agreeing to contribute some of your time, knowledge and skills for the benefit of U3A Bendigo, on its Committee of Management.

This Handbook has been developed to support you in your role and as a guide to the work of the Committee of Management.

Please ask any experienced U3A Bendigo Committee of Management members if you have queries or need help.

President, U3A Bendigo

U3A Bendigo Contact Information

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Contact Details:	President	Wilf Savage	5442 1437
	Vice-President	Helen Reeves	
	Secretary	Graham Robinson	5439 5332
	Treasurer	Mark King	0407 974 322
	Office / Membership Management	Jill McArthur	5449 3294
	Course Coordination	Wilf Savage	5442 1437

Website: www.u3abendigo.com

U3A Bendigo

U3A Bendigo is registered under the *Association Incorporation Reform Act 2012* (the Act) and is therefore a legal body in its own right. It has the power to do all things 'incidental or conducive to achieve its purpose'. This means that U3A Bendigo Incorporated can:

- (a) acquire, hold and dispose of real or personal property;*
- (b) open and operate accounts with financial institutions;*
- (c) invest its money in any security in which trust monies may lawfully be invested;*
- (d) raise and borrow money on any terms and in any manner as it thinks fit;*
- (e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;*
- (f) appoint agents to transact business on its behalf;*
- (g) enter into any other contract it considers necessary or desirable.*

Note: Comprehensive insurance cover is by Victorian Management Insurance Authority. [Insurance Summary](#) can be found on our website.

The U3A Bendigo Committee of Management has been formed in accordance with the Act, its members being elected from and by the Members of Association.

Whilst the U3A Bendigo Committee of Management is committed to providing a service to members it must also act within the guidelines of its Rules as an Association and conditions set by any funding bodies, e.g. the City of Greater Bendigo, U3A Network.

Purpose

The purpose of U3A Bendigo Inc. is to provide learning opportunities and social and physical activities for older people in a friendly and cooperative environment in which members are encouraged to assist with the running of U3A Bendigo and to be tutors and class leaders.

U3A Bendigo does this by providing classes and groups including:

- social activities,
- physical activities for varying levels of fitness
- Information and learning opportunities including in monthly social events
- skills development, including computer education

U3A Bendigo is still increasing its number of members. The annual membership fee is set annually at the AGM for the following year. Our Prospectus lists available courses run by leaders and the variety of courses and activities is ever increasing.

The monthly newsletter, The BUZZ, publicises other short courses, meetings and events. Please make sure you read it thoroughly to keep abreast of the news within U3A Bendigo.

Committee of Management

Members

The Committee of Management (CoM) usually consists of 12 elected members, which includes 4 Executive members, elected at an Annual General Meeting, held during April each year.

Portfolios

The Executive members are the President, Vice-President, Treasurer and Secretary. Other members of the Committee of Management hold portfolios such as Minutes Secretary, Course Coordinator, Network / Events Coordinator, Database Administrator, Membership Management Coordinator, Electronic Communications Officer (Membership Database, Website management), Information Technology Advisor, Office/Archivist Manager and Newsletter (BUZZ) Editor.

General responsibilities of committee members and specific functions of portfolios are documented in this Handbook. All portfolios report to the Committee of Management. The content of portfolios are reviewed each year by the new Committee of Management. If the role changes or a new portfolio is needed during the year these are endorsed by the committee. Responsibilities and functions of portfolios may be undertaken by other members of the committee.

Meetings

The CoM meets monthly, usually the first Monday in the month. The President develops and distributes the Agenda each month. Portfolio and working group reports and items for the agenda are ideally due the Wednesday before the meeting. Agenda & reports are circulated on the Thursday before meeting.

The Minutes Secretary minutes the meetings, documenting decisions, topics discussed, actions to be taken, when and by whom. The Minutes are circulated by the Minutes Secretary to all members of the Committee of Management after each meeting. The Archivists keeps a record of all minutes and reports circulated.

Responsibilities

U3A Bendigo Committee of Management (CoM) executive and officers have responsibility to:

- actively participate in committee meetings
- support other committee members to manage portfolios
- ensure that the needs of the members are being met
- be an active participant in CoM activities
- ensure that U3A Bendigo keeps proper records and complies with relevant laws and
- ensure that all classes and activities provided by U3A Bendigo are monitored

Portfolios:

Executive

President

1. Maintain a full working knowledge of the Associations Incorporation & Rules.
2. Act as overall leader of Bendigo U3A and with the Committee be responsible for the Associations administration, development and continuity.
3. Regularly review plans, goals and objectives, and work with the committee to monitor progress.
4. 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.
5. Convene the Annual and Special General Meetings and Monthly Gatherings.
6. Manage and facilitate effective Committee of Management meetings, including an annual committee work plan and committee and meeting procedures. Provide a written report to every committee meeting.
7. Provide a written Annual Report to the AGM. Provide input into reports and procedures for Special General Meetings.
8. 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.
9. Provide a written report for each edition of the BUZZ newsletter.

Vice President

1. Work with the President to deliver the responsibilities listed above.

Treasurer

1. Draft budget for final approval before the AGM.
2. Receive all monies, issue receipts, bank funds, authorise payments of accounts, act as signatory on all bank accounts. Access bank statements via internet, monitor Term Deposits, Record all monies received & funds paid out.
3. Prepare monthly reports for Committee, including Profit / Loss and cash movement and list of new members for committee approval.
4. Ensure all expenditure is approved by the COM and minuted.
5. Produce reports for U3A network as requested.
6. Submit accounts to an Auditor as directed by the Committee of Management.
7. The End of Year Financial Report is to be submitted to Consumer Affairs.
8. Assist with Grants, providing financial and insurance details where required.
9. Ensure that Licences/Insurance/APRA and assorted others are all current.
10. Assist revision of the Membership Application and other forms as required.
11. Keep backups of MYOB (the accounting software we use) and assorted files.
12. Support Office/Membership Manager & Committee Members as required.
13. Consider and advise on Membership Fees including any pro-rata fees for the New Year.
14. Where required, the Treasurer may attend/provide information to sub-committees.
15. Advise the CoM of any investment opportunities.
16. Responsible for selecting, keeping up to date and current, all policies that the CoM see necessary to protect the members and assets of U3A Bendigo.

Secretary

1. Maintain a full working knowledge of the Association's Incorporation & Rules.
2. Represent U3A committee at meetings as required.
3. Maintain the official records of the Association: including records of AGM and Special General Meetings and of Committee of Management Meetings, with assistance of Minutes Secretary.
4. Manage grants that may be available to U3A Bendigo Inc. This includes recording the submission of the application, managing the process of using the grant and reporting, as required, to the granting body. Payments from grant monies must be authorised by the CoM. If appropriate for grants for specific purposes, active management of the grant may be delegated by the Secretary and the CoM.
5. Manage the Annual and Special General Meetings, including oversight of Proxy notifications. Provide input into reports and procedures for Special General Meetings.
6. Manage all Incoming Correspondence and send official Outgoing Correspondence from the Committee of Management.
7. Provide Notices to members regarding official meetings, and Notices for Elections of the Committee of Management, and for disputes.
8. Review annually the Rules of the Association and relevant communication with the Department of Consumer Affairs of Victoria.
9. Provide secretarial services for all Officers and Committee of Management activities. May be assisted by the Office Manager and by U3A members.
10. Maintain listing of and distribute keys for U3A rooms.

Officers

Minutes Secretary

1. Report to the Secretary.
2. Record Minutes of committee meetings, including actions, provide minutes of AGM and SGMs and maintain records.
3. Collate and electronically disseminate emails and Minutes following the monthly meeting.

Course Coordinator

1. Develop, promote, obtain approval and arrange new courses, activities and presentations.
2. Respond to members and public enquiries re courses and activities and attract involvement from members in running new activities and short courses.
3. Support and communicate with Course Convenors.
4. Maintain records of courses and activities.
5. Organise, maintain, update and advertise Courses Timetable. Inform BUZZ Editor of changes for Classes List in BUZZ.
6. Produce monthly reports to CoM and for the BUZZ.
7. Attend and report to gatherings, SGMs, AGM and Convenor Meetings.
8. Work with Office Manager to prepare, confirm, arrange printing and distribute Prospectus to members in December each year.
9. Arrange and oversee Enrolment Day each year and respond to members and public enquiries re courses and activities.

10. Arrange and oversee U3A Regional meetings as required (usually 3 per year) and respond to U3A Regional Club enquiries re Agendas, Minutes and timetable / activities for the day. Liaise with Network Coordinator on this.

BUZZ Newsletter Editor

1. Attend monthly Social Gathering (4th Wednesday of the month), and seek items for inclusion in The BUZZ each month.
2. Produce monthly newsletter:
 - a. Collect items for The BUZZ (in Editor's tray by 12 noon; by email by 5pm; deadline of 1st Friday in the month).
 - b. Prepare The BUZZ (using 'Publisher' program).
 - c. Convert the finished BUZZ file into PDF format .
 - d. Email the PDF file of The BUZZ to Jacinta Allan/Maree Edwards (MPs) for printing. Email the PDF file to President and manager of BUZZ folding (who collects the printed copies and organises BUZZ folding).
 - e. Email PDF file to Online Services Team to be placed on our Website.

Network / Events Coordinator

1. Maintain a working knowledge of the future directions and plans of the U3A Network and its committee and members.
2. Represent U3A Bendigo at all local, regional and state level Network meetings and any other meetings as requested by the President. Report back to the Committee of Management on each meeting. Where work is to be completed before the next Network meeting, the Network Coordinator will collaborate with appropriate members to undertake the work.
3. Work together with local contacts to build suitable networks that will assist in the development of U3A Bendigo. These networks will provide information and resources to assist other portfolio holders with their roles.
4. Ensure that all contacts are documented, so that when a new incumbent comes into the role, they can continue to build on these U3A contacts.
5. Manage the Monthly Social Gathering including the provision of speakers, and report to members the content of Network meetings and activities.
6. Arrange U3A Bendigo special occasions involving members, such as celebrations and end of year parties, etc. as required by the Committee of Management.

Membership Database Administrator

1. Maintain the Membership Database Program (MDP).
2. Liaise with database developer and report where required, record database issues as they arise and report to committee meetings as required.
3. Ensure the integrity of the MDP data, manage the configuration of the system and run reports where required to ensure it is running smoothly.
4. Work with the Office / Membership Manager to ensure smooth running of MDP.
5. Review membership procedures with Office / Membership Manager as required by the CoM.

Office / Membership Manager

1. Maintain membership records including receipt and banking of fees.
2. Obtain reports that will assist in developing strategies that will increase membership figures year on year.
3. Provide reports to the Committee of Management on membership statistics every month.
4. Follow up with new members at least 3 months after they have joined U3A Bendigo to ensure their needs are being met and to see how their skills /experience could be used to enhance the work of U3A Bendigo. This follow up can be in the form of New Member Meetings.
5. Follow up with members that have not renewed their membership within 3 months (by the end of March), to see why they have chosen not to renew.
6. Ensure that the U3A Membership Manual is updated annually and provided to each new member.

Electronic Communications Officer

1. Ensure that any issues with regards to the Membership Management Program (MDP) are resolved.
2. Ensure that MDP backup files are being received on a regular basis and resolve issues in a timely manner.
3. Ensure that all data has been entered correctly onto MDP before rolling over the system at the end of year and end of semesters.
4. Work with CoM to ensure that the Document Review Schedule meets the needs of U3A Bendigo and make changes where appropriate.
5. Review and develop documents according to the Document Review Schedule ensuring they are proof read, approved and authorised by CoM, prior to uploading documents to the website.
6. Assist in maintaining the U3A Bendigo Website, ensuring documents that have Committee approval are uploaded in a timely manner.

Technology Support Convenor

1. Convene Technology Support Team monthly meetings to:
 - plan and review the delivery of Learning About Your Technology regular and sessions one-off sessions
 - maintain display PCs and equipment
 - liaise with The BUZZ editors re use of technology
 - advise the Committee of management re technology grant applications and purchases
 - assist Committee of Management members, Convenors and Working Group members with the use of technology
 - assist TST members gain required skills
2. Convene Online Support Team monthly meetings to:
 - setup, manage and assist members to use U3A Bendigo's online services:
 - the WiFi Network at St Mary's
 - the Network Server at St Mary's
 - the Website server space
 - our Cloud storage server spaces
 - assist members perform online tasks:

- keep the Website up-to-date
 - access and upload documents to server spaces
 - distribute bulk emails
 - assist OST members gain online and network management skills
3. Report regularly to COM re the above matters.

Office / Archivist Manager

1. Manage the office and contribute to relevant security procedures.
2. Recommend to the Committee of Management improvements in the management of the office, the materials used in it, and the maintenance of record security.
3. Ensure the usefulness of the filing system, including annual culling of outdated or replaced documents and other materials.
4. Provide support for social activities of the association.
5. Maintain and replenish all necessary office materials, and advise on the quality and cost of such materials; maintain necessary supply of current forms used by members to manage their activities in U3A Bendigo.
6. Maintain the Archives of U3A Bendigo, particularly the Minutes of the Committee of Management, Annual, Special and General meetings, and copies of the BUZZ.

Working Groups

Subcommittees or Working Groups are from time to time established to strengthen the work being undertaken by your Committee of Management (CoM). Members who have skills or an interest in these groups are actively sought to contribute in ways that suit them.

These groups report to a Committee of Management member and notes are kept of any meetings held.

A Sub-Committee or Working Group has a written purpose that helps guide the work of the group. They do not make decisions, but rather make recommendations to CoM, through their Committee of Management member. Once recommendations are authorised by CoM, the working group may then be charged with implementing the authorised process or project.

Under U3A Bendigo's Constitution:

- (1) The Committee may delegate to a member of the Committee, a subcommittee or staff, any of its powers and functions other than—
 - (a) this power of delegation; or
 - (b) a duty imposed on the Committee by the Act or any other law.
- (2) The delegation must be in writing and may be subject to the conditions and limitations the Committee considers appropriate.