



**U3A Bendigo
Management Committee
Handbook**

WELCOME

Congratulations on joining our U3A Bendigo Management Committee.

We greatly appreciate your willingness to contribute some of your time, knowledge and skills for the benefit of U3A Bendigo, and we hope that in return you will gain a great deal from your association with us.

We have produced this Management Committee Handbook as a guide and to assist in answering some of the questions you may have about U3A Bendigo. If at any time you require more information, please contact either the President or U3A Bendigo Management Committee members who will be happy to assist you.

We trust you will find the following information useful.

WELCOME TO THE U3A MANAGEMENT TEAM!

President U3A Bendigo

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Introduction

U3A (University of the Third Age) is a world-wide organisation. It began in France in 1972, when legislation was passed that required universities to provide more community education. In 1973 a highly rated gerontology course was provided by Toulouse University for local retired people, a course that was extremely successful and which led to the formation of what was to be the first U3A. This organisation was open to anyone over retirement age; no qualifications or examinations were required and fees were kept to a minimum.

The idea spread rapidly throughout France and then to Belgium, Switzerland, Poland, Italy, and Spain and across the Atlantic to Quebec and California. When U3A surfaced in Great Britain (in Cambridge), however, the "model" was to undergo a significant change. Whereas in the French model there were strong ties to the universities, which decided upon, structured and presented most of the courses, in the British model these university ties disappeared.

What is the U3A?

U3A stands for University of the Third Age. Although it is called a 'university', being in your Third Age is the only qualification needed to become a member. There are U3As all over the world.

U3A is a learning cooperative of older people that encourages healthy ageing by enabling members to share many educational, creative and leisure activities that will stimulate the mind and body.

U3A Bendigo has a number of classes and groups and they aim to provide this stimulation by providing:

- Social and physical activities, relaxation, people to talk to, sharing of common interests and having fun
- Information, skills development, promotion of self-esteem
- Support and education on problems such as grief and loss and ageing in general etc.
- Health education and preventative programs
- Computer education for older people
- Integration of disabled and disadvantaged into activities
- Any other educative class or service to meet member's needs

The Principles of U3A

U3A Bendigo has adopted the following as The Principles of U3A:

Based on the philosophy of the UK founder of the U3A movement, Dr Peter Laslett:

1. To provide affordable learning opportunities for older people, using the skills and abilities of the members themselves.
2. Those who learn shall teach and those who teach shall learn and there shall be no distinction between the two.
3. There shall be no qualifications for membership, and no awards, degrees or diplomas shall be given.
4. The emphasis shall be on learning for the love of it, and shall include an emphasis on the values of making things and improving skills of all kinds.
5. Learning shall take place in a friendly, supportive, social environment.
6. Those joining U3A shall pay for its upkeep.
7. There shall be no payment to any person (member or non-member) for teaching or providing a service to members except in the case of reimbursement for such expenses as travel, photocopying etc.
8. The curriculum of a U3A shall be determined by the needs / preferences of members and according to the resources available to it.
9. To be at all times, non-political and non-sectarian in our approach.

[Featured in U3A Newslink – February 2011, the newsletter of U3A Network NSW Inc – Ed. J]

Operation of U3A Bendigo

U3A Bendigo is registered as an Incorporated Association and is therefore a legal body in its own right. This means that U3A Bendigo Incorporated can:

- enter into a contract
- hold a lease
- receive a bequest from a will
- sue or be sued (instead of individual members)
- bring a court action
- protect the individual member from unlimited liabilities arising from any agreement the organisation enters into or any legal action taken against it.

Note: our comprehensive insurance cover is by Victorian Management Insurance Authority.

The U3A Bendigo Management Committee has been formed in accordance with the Associations Incorporation Act, 1981, its members being elected from the Members of Association.

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

Local Government – City of Greater Bendigo

The City of Greater Bendigo is committed to resourcing and supporting community-based Management Committees. The resourcing is often in the form of Community Grants that are presented once a year to Community Groups. Where resources are provided, The City of Greater Bendigo requires that U3A “acknowledge the support of The City of Greater Bendigo on all promotional material produced in relation to the activities or purchases funded by the grant money”.

The U3A Network

The U3A Network Victoria is an incorporated association whose members are some 97 Universities of the Third Age (U3As) in Victoria with over 24,600 individual members.

All of these U3As are autonomous associations in their own right, and because of mutual interests have joined the Network voluntarily.

The Network is recognised by the Adult, Community and Further Education Board of Victoria as the Peak Body for U3As in this state.

U3A Bendigo has a representative at U3A Network Victoria’s meetings.

The Structure of U3A Bendigo

U3A Bendigo has a Management Committee that includes 4 Executive members, (the President, Vice-President, Treasurer and Secretary). All matters of importance are raised through the President and put on the agenda for discussion by the Management Committee.

The President develops the Agenda each month, having asked for items from the Management Committee. Minutes are kept of each meeting, documenting topics raised for discussion, any actions to be taken, who by and when. The Minutes are circulated by the Minutes Secretary to all members of the Management Committee before each committee meeting.

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

The other members of the Management Committee hold portfolios such as, Minutes Secretary, Courses Coordinator, Database Administrator, Membership Management Coordinator, Electronic Communications Officer (Website, BLOG & Wiki management), Publicity & Advertising Officer, Information Technology Advisor, Office Manager and the Newsletter (BUZZ) Editor . Other sub-Management Committees are formed at the discretion of the Management Committee to support the work of the Management Committee. These sub-Management Committees report to a Management Committee member and notes are kept of any meetings held.

The roles of the Management Committee have been documented in this Management Committee Handbook. They will require revision from time to time, but they serve at this point as a guide to the many roles taken on by the Management Committee.

Overview of Management Committee Responsibilities

It is the responsibility of the U3A Bendigo Management Committee to provide:

- Governance to the management of U3A Bendigo
- U3A Bendigo with adequate Policies and Procedures to support the work and growth of U3A Bendigo
- Governance and guidance to ensure U3A Bendigo is financially viable

As a member of our Management Committee you share the following responsibilities with your fellow Management Committee members:

Governance

1. This requires the Management Committee to take an active leadership role in strategic management and decision making.
2. The Management Committee needs to ensure that U3A Bendigo keeps proper records, complies with all laws and is responsible for all decisions.

3. The Management Committee needs to work with the Coordinators to ensure that the needs of the members are being met by way of classes and activities provided by U3A Bendigo
4. The Management Committee needs to ensure that it monitors all classes and activities provided by U3A Bendigo and regularly review plans, goals and objectives, to ensure they are in alignment with overall strategies.

Policy & Procedures

1. This requires the Management Committee to take an active role in reviewing U3A Bendigo's Policies and Procedures and ensuring they are clear and concise.
2. Policies need to provide a framework in which to manage the business affairs of U3A Bendigo.

Finance

3. The Management Committee needs to ensure that all finances are properly managed, reported on regularly and that an audit is carried out annually prior to the AGM.
4. The Management Committee needs to work with the Treasurer to ensure that the accountability requirements of funding bodies are fulfilled and reports are prepared on time.

Roles of Management Committee Members

Role of the President

1. The President is the principal leader of Bendigo U3A and has overall responsibility for the Club's administration and strategic planning and development. The President works with the Vice President and all portfolio holders to develop their section of the overall strategic plan for the future development of U3A Bendigo. The portfolio holders include: Treasurer, Courses Coordinator, Membership Management Coordinator, BUZZ Editor, Publicity & Advertising Officer, Office Management and Website Administrator. The President drives the strategic development of the club.
2. The President / Vice President agrees with the Treasurer and other members of the Executive, the Annual Budget that is based on the strategic plan. The overall budget is presented to the Committee for final approval each year in April.
3. The President sets the overall annual committee agenda (consistent with the views of members and the strategic plan) and helps the committee prioritise its goals, keeping the committee on track, by working within that overall framework. At the operational level the major function of the President is to facilitate effective committee meetings.

4. The President is elected by the members and responsible for representing the views of the club and its members. As President the role also manages committee and/ or executive meetings and manages the Annual meeting and makes certain new committee members learn about their respective roles on the U3A committee.
5. The role of President is the main spokesperson for the club to outside interests (except where another person has been asked to fulfil this task). The President may represent U3A at local, regional and state levels, acts as facilitator for club activities and ensures the planning and budgeting for the future is carried out in accordance with the wishes of the members.
6. The President manages the arbitration process in disputes.
7. Ideally the President is someone who can listen and communicate effectively, is well informed of all organisation activities, is aware of the future directions and plans of committee and members and has a good working knowledge of the constitution, rules and duties of all office holders and sub-committees. The President is a supportive leader for all U3A members.

Vice President

1. The Vice Presidents role is that of understudy to the President, to undertake the role of President as required. The Vice President also supports the President in that role and chairs committee and General Meetings in the absence of the President.

Treasurer

1. The Treasurer attends monthly committee meetings i.e. 1st Monday, the Monthly 'Gathering' and attends enrolment day in January for the purpose of accepting membership fees etc. The Treasurer also assists on other occasions as required.
2. The main tasks associated with the Treasurer, is to receive all monies, issue receipts, bank funds, issue cheques for payments of accounts, act as signature on all bank accounts. The Treasurer also accesses bank statements via internet, monitors Term Deposits, Records all monies received and funds paid out and prepare monthly reports for Committee : Profit / Loss and cash movement.
3. The Treasurer also produces a Quarterly Balance Sheet and monthly list of new members for committee approval and preparation of badges. The production of the Quarterly BAS report to the Australian Taxation Office, payment and report is another task, if required.
4. The Annual Audit of records is submitted to the Auditor and the Treasurer also assists with any queries and reports to committee. The Annual Report is submitted to Consumer Affairs and U3A Network.

5. The role also assists with Grants, providing financial and insurance details where required. As the Treasurer receives application forms (to provide receipts) the Treasurer also prepares Database information, updates reports for the U3A Network to support Grant applications and other Grant applications as required.
6. The Treasurer ensures that Licenses/Insurance/APRA and assorted others are all current. They also revise the Membership Application and other forms to update them.
7. The Treasurer also ensures data security; keeping backups of MYOB (the accounting software we use) and assorted files; one copy is always at our U3A office. The Treasurer also receives the backup copies of the U3A database (MDP) each day. Where no backup copy is received the Treasurer advises the Membership Database Coordinator so the problem can be fixed.
8. The role also provides support to the Membership Management Coordinator and other Committee Members as required. The role, where required, attends/provides information to sub-committees.

Secretary

1. The Secretary is a member of the Executive being an Officer of the Association.
2. Responsible for maintenance of the official records of the Association: in particular records of AGM and Special General meetings, and of Committee of Management Meetings. May be assisted by a Minutes Secretary.
3. Responsible for managing all Incoming Correspondence and sending official Outgoing Correspondence from the Committee of Management.
4. Responsible for provision of Notices to members regarding official meetings, and Notices for Elections of the Committee of Management, and for disputes.
5. Responsible for an annual review of the Rules of the Association and for relevant communication with the Department of Consumer Affairs of Victoria.
6. Custodian of the Seal of the Association.
7. Responsible for provision of secretarial services for all Officers and Committee of Management activities. May be assisted by the Office Manager and by U3A members.

NOTE: The Secretary is **not responsible** for Membership applications, a Register of members, or the archives of the Association.

Minutes Secretary

1. The Minutes Secretary reports to the Secretary
2. The Minutes Secretary attends monthly Committee Meetings, participates in discussions of Agenda Items at Committee Meetings, records appropriate Actions required following reading and discussion of Reports circulated prior to meetings and in preparation for such meeting.
3. The role collates and electronically disseminates (emails) Minutes following the monthly meeting and prior to the succeeding meeting. Maintains records of Minutes taken

Courses Coordinator

1. The Courses Coordinator's role is to develop, promote, obtain approval & arrange new courses, activities & presentations. Maintain records of courses and activities, support & communicate with course conveners. Organise, maintain, update and advertise Courses Timetable. Inform BUZZ Editor of changes for Classes List in BUZZ. Produce monthly reports to U3A Committee and for the BUZZ.
2. Prepare, confirm, arrange printing and distribute Prospectus each year. Arrange and oversee Enrolment day each year and respond to members and public enquiries re courses and activities.
3. Attend and report to gatherings, annual report to AGM.
4. Maintain listing of and distribute keys for U3A rooms. Represent U3A committee at meetings as required.

BUZZ Newsletter Editor

1. The Editor will attend monthly Committee Meetings (1st Monday of the month), attend monthly Social Gathering (4th Wednesday of the month), and seek items for inclusion in The BUZZ each month, including Member's Profile.
2. Collect items for The BUZZ (in Editor's tray by 12 noon; by email by 6 pm; deadline date 1st Friday in the month), prepare The BUZZ (using 'Publisher' program). Convert the finished BUZZ file into PDF format and email the PDF file of The BUZZ to Jacinta Allan/Maree Edwards for printing.
3. Email the PDF file to Course Co-ordinator (who collects the printed copies of the BUZZ for folding).
4. Email PDF file to Web Master to be placed on our Web Home Page.

Publicity & Advertising

1. This role is important, as we need to know where to advertise and spend our dollars wisely.
2. The role includes advertising the Open Day & Enrolment Day (early Jan), advertising the monthly meetings & speakers, researching any other avenues re promoting U3A's activities (e.g. Bendigo Advertiser) and help & attend U3A functions as much as possible.

Membership Database Administrator

1. The Membership Database (MDP) Administrator maintains the membership database, and ensures that other users (MDP Clerks) are trained to use the system.
2. The Administrator also participates in meetings to discuss the database and reports where required, recording database issues as they arise. Issues are reported to the MDP developer and to monthly meetings as required.
3. The role manages the Membership Management Coordinator position and reviews membership procedures as appropriate
4. The role ensures the integrity of the MDP data, manages the configuration of the system and runs reports to ensure it is running smoothly.
5. The role will produce Monthly statistical Reports for Committee and where necessary, the U3A Network.

Membership Management Coordinator

1. The Membership Management Coordinator reports to the Database Administrator.
2. The Membership Management Coordinator works closely with the Database Administrator to obtain reports that will assist in developing strategies that will increase membership figures year on year.
3. The Membership Management Coordinator will report to the Management Committee on membership statistics every month to keep track on membership numbers
4. The Membership Management Coordinator works closely with the Publicity & Advertising Officer to develop strategies to attract and retain members

5. The Membership Management Coordinator will follow up with new members at least 3 months after they have joined U3A Bendigo to ensure their needs are being met
6. The Membership Management Coordinator will follow up with new members within 3 months of joining, to see how their skills /experience could be used to enhance the work of U3A Bendigo.
7. The Membership Management Coordinator will 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 membership. A survey questionnaire will be developed for this purpose and responses will be documented and reported back to the Management Committee.
8. The Membership Management Coordinator will ensure that the U3A Membership Manual is updated annually. They will also ensure that U3A Membership Manuals are provided to each new member.

Electronic Communications Officer

1. The main focus of this role is to maintain the U3A Websites, ensuring documents that have Committee approval are uploaded in a timely manner and ensuring at all times that Contact Information is current.
2. The role also ensures as much as possible that we have links from other Websites such as Bendigo Council, the Network and other organisations that provide services to mature aged people living in Bendigo.
3. Also, wherever possible ensure that other Bendigo Media Websites contain links to the U3A Website, especially advertising events and activities / programs.
4. The Electronic Communications Officer develops news articles to post onto the BLOG and manages any comments that members or the public make about the posts. All posts are vetted before being posted onto the BLOG for security reasons.
5. The Electronic communications Officer manages the creation and development of U3A Wikis which are used to host current, original documentation and Members Pages which hold information of interest to members, and which can be developed by members.
6. The role is also responsible for teaching U3A Bendigo members about how to use the websites, what they can be used for and how to upload/modify documentation.

Information Technology Advisor

1. This role works to the Committee of Management in providing continuing advice on the development of U3A Bendigo audio visual communication systems, related equipment and the evaluation of the use of these systems.
2. The role will develop a strategic approach to the ways U3A Bendigo could/should take in utilising technology for it's courses and activities, it's communication with members, and with other organisations, and the public of Bendigo.
3. It acts as a resource for conveners, members and relevant groups in the understanding, knowledge and skills required in their use of technology.
4. The role undertakes information research and information reviews, initially as requested by the Committee of Management, on areas relevant to the objectives of the various portfolios within the committee structure. Later perhaps expand this to members of U3A more broadly.
5. The role also maintains the audio visual and other technological equipment of U3A Bendigo, and as necessary research additional and replacement equipment.

Office / Archivist Manager

The role is responsible for the effective management of the office, and to contribute to relevant security procedures.

The position is largely directed to the needs of the Committee of Management and members for their use of stationary and other office items. It also undertakes the maintenance, as archival material, of records of the activities of the Committee of Management and of U3A Bendigo as an organisation.

The roles are to:

1. maintain and replenish all necessary office materials, and advise on the quality and cost of such materials;
2. recommend to the Committee of Management improvements in the management of the office, the materials used in it, and the maintenance of it's security;
3. maintain an as sufficient as necessary supply of current forms used by members to manage their activities in U3A Bendigo;
4. maintain the Archives of U3A Bendigo, and in particular the Minutes of Committee and of General meetings, and copies of the organisations' newsletter, currently the BUZZ;

5. ensure the usefulness of the filing system, including an at least annual culling of outdated or replaced documents and other material;
6. provide support for the social activities of the club and suggest improvements particularly in the uses of the kitchen.

Summary of Roles

We hope this has given you at least a snapshot of what we do. There are lots of interesting projects that the Management Committee gets involved in. There are sub-committees that undertake tasks and then report back to committee (e.g. the Accommodation etc).

Of course there are too many jobs and not enough people to do them, so if you think you could help in any way, we'd love to hear from you. If you would like to be involved or have any questions about the committee or sub-committees please contact the President or U3A at u3abgo@bigpond.com. If you can think of any ways of improving this Handbook, please also contact us.

Enrolment Day

The Enrolment Day is held in January each year, on a day nominated and agreed by the Management Committee. Members renew their memberships and prospective members apply for membership on this day. Financial Members will then nominate themselves for the many different classes and groups that U3A offers in its Prospectus for the year.

Membership

Membership shall be of one year's duration, with membership requiring renewal on the 1st of January each year. Members have until March of each year to pay their membership fees. Membership fees may change at the discretion of the Management Committee. The payment of membership fees shall be recorded by the Treasurer, throughout the year. A list of financial members shall be provided to the Membership Management Coordinator each quarter, so that records can be checked against those held on the U3A Membership Database (MDP). Membership data will be agreed between the Treasurer and Membership Management Coordinator on a quarterly basis. Reports will be provided to the Management Committee, by the MDP Systems Administrator / Membership Management Coordinator.

U3A Bendigo Life and Honorary Membership

U3A Bendigo has two categories of membership devoted to specific purposes, Life and Honorary Membership. **Life membership** is reserved for honouring those members who have given distinguished service to U3A members over a long period of time, and in a number of capacities and positions. In 2012 there are just 4 Life members, which demonstrates the special nature of this category.

Honorary membership is awarded to members and some non-members who provide particular services to U3A Bendigo and its members without participating in the general life of the Club. This enables such members and others, such as different U3As, to receive our News Bulletin and information about the activities they are involved with. They do not have the right of voting at U3A meetings.

Coordinators

Any member who has an expertise in any subject and who wishes to teach others, will be encouraged to write a small synopsis of what they wish to teach and to submit this to the Courses Coordinator. The synopsis may be for a year-long or time-defined class or for a one-off presentation or lecture. The synopsis will be presented to the Management Committee, once the Courses Coordinator is happy that the class meets the criteria of U3A Bendigo and that a suitable day and time for the class to be run, can be found.

The class will be held at the discretion of the Management Committee and the new Coordinator will be notified in writing as to the decision of the Management Committee. Except for any agreed payment for out of pocket expenses, no charges will be made for classes, unless previously agreed to by the Management Committee.

Coordinators will be invited and expected to attend a yearly meeting to identify new needs of U3A members for the coming year. The Courses Coordinator will document all ideas and a Prospectus for the coming year will be developed for approval by the Management Committee. The new prospectus will be made available with the first newsletter (BUZZ) of each year and on the website. Copies of The Prospectus will also be made available at the Enrolment Day each year.

Class / Group Attendance

Coordinators will keep a list of class attendances throughout the year. These attendance sheets will be forwarded to the office every 26 weeks, so that appropriate records can be kept. A report of class attendances will be prepared for the Management Committee.

Policies

U3A Bendigo's policies can be found in a separate U3A Policy document. You will be shown where they are and you will be expected to be familiar with them, whilst working for U3A.

We trust that this U3A Committee Handbook has been useful to you. If you have any questions regarding the contents, please contact the President or email us at u3abgo@bigpond.com.

The End