



BENDIGO
UNIVERSITY OF THE THIRD AGE

Committee of Management

Handbook

Contents

Welcome to The U3A Committee of Management Team	3
U3A Bendigo Committee Contact Information	3
U3A Bendigo	4
Committee of Management	5
Responsibilities	5
Portfolios:	6
<i>Executive</i>	6
President.....	6
Vice President	6
Secretary.....	6
Treasurer.....	7
Executive Officer	8
<i>Committee of Management Roles</i>	8
Database Administrator & Documentation Officer	9
Health, Safety and Risk Management Officer	9
Minutes Secretary	12
Network / Events Coordinator	12
Technology Support Convenor.....	13
<i>Persons/Groups of Responsibility (Possibly Non-Committee Roles)</i>	13
Archivist Manager.....	13
BUZZ Newsletter Editor.....	13
Working Groups	14

Welcome to The U3A Committee of 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.

Ian Burdett, President, U3A Bendigo

U3A Bendigo Committee Contact Information

Contact Details:

President	Ian Burdett	0417 071 325
Acting Vice-President	Helen Bandrowski	0417 302 293
Secretary	Graham Robinson	5439 5332
Treasurer	Mark King	0407 974 322
Executive Officer	Jill McArthur	5449 3294
Buzz Editors	Judi Fisher	5442 9611
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Course Coordination	Wilf Savage	5442 1437
Database Administrator & Documentation	Lyn Goodall	0418 587 102
Network & Events Coordinator	Barb Ritchie	5447 7521
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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. The [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 Convenors.

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 (Position Descriptions)

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 and Documentation, Executive Officer, Technology Support, 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 the 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 responsibilities to:

- 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 Bendigo and its members
- 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. Liaise with Regional Network Coordinator to arrange and oversee U3A Loddon Malley Regional meetings. Prepare Agendas, Minutes, Timetables and Activities as required.
10. Provide a written report for each edition of the BUZZ newsletter.

Vice President

1. It is the role of the Vice President to work closely and collaboratively with the President.
2. The Vice President will usually take over the role of President when required and when the incumbent steps down.
3. With the President be responsible for the Associations administration, development and continuity.
4. Assist the President and regularly review plans, goals and objectives, and work with the committee to monitor progress.
5. Ensures they have 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.

Secretary

1. The Secretary is a member of the Committee of Management and the Executive, being an Officer of the Association.
2. The Secretary maintains a full working knowledge of the Association's Incorporation & Rules.
3. Communicates with the Registrar of Consumer Affairs, Department of Justice where required, and gives notice to the Registrar of any incumbent changes to the Secretary role as per election or appointment.
4. The Secretary works with the Treasurer on the Annual Statement. The final figures (Annual Statement) to be tabled at a CoM meeting and authorised to be lodged with Consumer Affairs, as required by the Act.
5. Lists all Incoming Correspondence and official Outgoing Correspondence

- from the Committee of Management. List to be tabled at CoM meetings.
6. Represents U3A committee at meetings as required.
 7. Oversee Nominations and Proxy notifications. Develop Motion(s) as appropriate.
 8. Provide Notices and any other supporting documents to members, within legal timeframes, regarding official meetings.
 9. Responsible for managing the Disciplinary action of the Committee of Management and the Grievance procedure as required by the Rules.

Delegations:

- a. 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 hard copy records may be delegated to the Archivist or Executive Officer.
- b. Responsibility for the membership records of the Association. The preparation and maintenance of the membership records may be delegated to the Executive Officer.

Treasurer

1. 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 all monies received & funds paid out.
2. Prepare monthly reports for Committee, including Profit / Loss and cash movement.
3. Draft budget for final approval before the AGM.
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/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.
17. Ensure the appropriate Insurance cover is up to date and reviewed with the CoM annually.

Executive Officer

1. Maintain membership records including receipts 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. Develop list of new members for committee approval and provide to BUZZ Editor(s) by BUZZ deadline every month.
5. 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.
6. 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.
7. Ensure that the U3A Membership Manual is updated annually and provided to each new member.
8. Manage grants that may be available to U3A Bendigo Inc. involving other Committee members as appropriate. 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.
9. Authorise external accounts eg Boltons
10. Responsible for the provision of secretarial services to Committee of Management, Convenors and members.
11. Ensure collation of annual reports for Annual and Special General Meetings in a timely manner.
12. Maintain listing of and distribute keys for U3A rooms.

Committee of Management Roles

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. Arrange U3A Convenor meetings as required (min. 3 per year) and respond to Convenor issues. Develop Themes, Agendas, Minutes and sessions for the meeting. Liaise with Committee Members who may wish to present to Convenors during the session.
5. Maintain records of courses and activities.
6. Organise, maintain, update and advertise Courses Timetable. Inform BUZZ Editor of changes for Classes List in BUZZ. Notify all affected people as per the New or Modified Course/Activity Form available on the web.
7. Produce monthly reports to CoM and for the BUZZ.
8. Attend and report to gatherings, SGMs, AGM and Convenor Meetings.
9. Work with Executive Officer to prepare, confirm, arrange printing and distribute Prospectus to members in December each year.
10. Arrange and oversee Enrolment Day each year and respond to members and public enquiries re courses and activities.

Database Administrator & Documentation Officer

Database Administration

1. Maintain the Membership Database Program (MDP) and ensure that any issues with regards to the Membership Management Program (MDP) are resolved.
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 Executive Officer to ensure smooth running of MDP.
5. Review membership procedures with Executive Officer as required by the CoM.
6. From time to time with the Executive Officer review membership systems and recommend changes where appropriate.
7. Ensure that MDP backup files are being received on a regular basis and resolve issues in a timely manner.
8. Ensure that all data has been entered correctly onto MDP before rolling over the system at the end of year and end of semesters.

Documentation & Website Maintenance

9. Design and develop Prospectus for use online and offline and liaise with Course Coordinator and Executive Officer to ensure document is ready for printing in November.
10. Develop Policies, Procedures and Processes etc as requested by the CoM.
11. Work with CoM to ensure that the Document Review Schedule meets the needs of U3A Bendigo and make changes where appropriate.
12. 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.
13. Assist in maintaining the U3A Bendigo Website, ensuring documents that have Committee approval are uploaded in a timely manner.

Health, Safety and Risk Management Officer

Health and Safety

U3A Bendigo recognises that the health and safety of its members and volunteers is important. The U3A Health & Safety Policy states that "the Committee of Management will appoint a volunteer Health and Safety Officer to administer the Policy".

The Portfolio may be held by a member of the Committee of Management or a Non-Committee member that reports to CoM.

Health and Safety Responsibilities:

1. Members and volunteers are responsible for immediately reporting:
 - a. a serious hazard/incident/injury or illness to the Health, Safety & Risk Officer
 - b. a serious injury/illness resulting from a hazard/incident/accident within a U3A Bendigo context must be reported immediately to the Health, Safety & Risk Management Officer, who will inform the President promptly.

2. a death to Emergency Services and to U3A Bendigo's President

The Health and Safety role is to:

- a. Report, investigate and document injuries or illnesses resulting from accidents or incidents, and plan to minimise the risk of recurrence.
- b. Report any hazard or incident that has the potential to recur and to cause serious injury or illness.

3. **Within 24 hours of a serious injury/illness occurring** the Health and Safety & Risk Management Officer will:

- a. investigate the cause and devise a plan to prevent a recurrence of the incident
- b. present a Serious Injury or Illness Report to the President with appropriate supporting documentation
- c. Ensure that a copy of the Serious Injury or Illness Report is laid before the next meeting of the Committee of Management. U3A Bendigo's Committee of Management will implement appropriate remedial actions arising from consideration of the Health, Safety & Risk Management Officer's Serious Injury or Illness Report and recommendations
- d. Ensure that a copy of the completed Serious Injury or Illness Report is stored in the U3A Office records management system and that the approved remedial actions are implemented

4. **Within 48 hours of an accident or incident that has the *potential to recur and cause injury or illness***, the Health, Safety & Risk Management Officer will:

- a. investigate the incident and present a report to the President
- b. lay the report before the next meeting of the Committee of Management. U3A Bendigo's Committee of Management will determine and implement remedial actions arising from consideration of the Serious Incident Report and recommendations
- c. ensure that the completed report is stored in the U3A Bendigo's records management system

5. **Where an incident results in a death:**

- a. Emergency Services will be notified (telephone 000) immediately
- b. U3A Bendigo's President will be notified immediately
- c. the site of the incident will be secured until a Victoria Police Officer arrives, unless disturbance to the site of a fatality is for the purpose of aiding a person injured in the incident

Risk Management

U3A Bendigo endeavours to minimise the risks our operations pose to our organisation and members and documents our approach to manage identified risks. U3A Bendigo develops procedures that will, as far as is possible, minimise the incidence of risk and mitigate the impact of any risk that eventuates. It is the responsibility of all volunteers and members to inform the Committee of Management about any risk of which they become aware, that is not covered by existing procedures.

6. Risks are managed (as per our Risk Management Policy) by U3A Bendigo's Committee of Management by:
 - a. appointing a volunteer Health, Safety & Risk Management Officer, who may be a member of the Committee of Management, or a Non-Committee member
 - b. identifying the risks associated with U3A Bendigo's activities
 - c. evaluating the likelihood of each identified risk eventuating
 - d. establishing practices to avert and/or mitigate the impact of identified risks
 - e. publishing an annual *Risk Management Plan* on the U3A Bendigo's website and maintaining a *Risk Register*
7. The Health, Safety & Risk Management Officer will coordinate the preparation of U3A Bendigo's *Annual Risk Management Plan* and maintain the *Risk Register* by:
 - a. leading the committee's initial and annual risk management analyses
 - b. documenting identified risks for endorsement by the committee and inclusion in the *Risk Register*
 - c. drafting risk management checklists for identified risks, for endorsement by the committee
 - d. scheduling annual reviews by the committee of risks and the endorsed risk management checklists
 - e. preparing an *Annual Risk Management Plan* comprising:
 - i. long term risk management aims
 - ii. targets/objectives for the year
 - iii. identified risks (extracted from *Risk Register*) and checklists/procedures to address each risk
 - iv. evaluation of the previous *Annual Risk Management Plan*
8. Make recommendations to the committee on emerging risk management issues
9. Regularly review risk management checklists/procedures
10. Endorse the annual *Risk Management Plan*
11. Evaluate recommendations arising from risk management processes and implement approved changes to procedures where appropriate

Risk Management

12. Ensure members and volunteers are aware of the risk management policy and procedures
13. Respond to members' enquiries, complaints and suggestions about risk management.
14. Ensure that volunteers receive a printed copy of U3A Bendigo's emergency evacuation procedure
15. Ensure that volunteers are aware of their responsibilities if an emergency evacuation is initiated
16. Support Convenors to familiarise their class members/groups with the emergency evaluation procedures on an annual basis
17. Regularly conduct risk analyses and assess U3A Bendigo premises from time to time, or as requested, to prevent potential accidents and minimise dangerous incidents.
18. Endeavour to achieve a zero accident rate.

19. **Within 24 hours of a serious injury/illness occurring** the Health, Safety & Risk Management Officer will:

- a. document newly identified risks and draft mitigation plans for endorsement by the committee and inclusion in the *Risk Register*
- b. implement the authorised Risk Management Plan to address the hazard, cause of an incident, accident, injury or illness and to prevent recurrence

Note: If the risk and mitigation plans are urgently required to be put in place before the next CoM meeting, the Health, Safety & Risk Management Officer will agree with the President / Executive interim next steps.

The Health, Safety & Risk Management Officer will lay a report at the next meeting of the U3A Bendigo's Committee of Management, outlining what has been authorised and implemented.

Minutes Secretary

1. Position reports to the Secretary.
2. Record Minutes of committee meetings, including Motions and actions. Develop Minutes of AGM and SGMs and maintain records.
3. Send draft copies of Minutes to President for approval, prior to circulation. Modify drafts as appropriate.
4. Email Minutes and collated, attached reports to the CoM, following the monthly meeting.
5. Minutes and reports to be printed out and kept as hard copies in the office.

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.

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.

Persons/Groups of Responsibility (Possibly Non-Committee Roles)

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, materials used, and 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 Minutes of the Committee of Management, Annual, Special and General meetings, and copies of the BUZZ.

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') and convert finished BUZZ into PDF.
 - c. Email PDF file to Online Services Team to be placed on our Website. 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).

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/ Minutes if appropriate are kept of any meetings held. Examples of Working Groups include:

- Well Being Team (WBT);
- Course Coordination Team (CCT)
- Online Services Team (OST);
- Technical Services Team (TST);
- Catering Team (CT);
- Administration Team (AT).

A Sub-Committee or Working Group has a written purpose, developed by the CoM, 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.