



**BENDIGO**  
UNIVERSITY OF THE THIRD AGE

# **Committee of Management**

## **Handbook**

**2020**

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## Welcome to The U3A Committee of Management Team

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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 Committee 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 Incorporated

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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 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 Convenors.

U3A Bendigo does this by providing activities 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 and our administration system lists available activities run by Convenors and the variety of courses and activities is ever increasing.

Our monthly newsletter, The BUZZ, publicises our on-going Activities, "Tuesday Talks", 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 5 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, Secretary and Executive Officer. Other members of the Committee of Management hold Portfolios such as Minutes Secretary, Activities Coordinator, Media and Network Liaison, Events Coordinator, Publicity Officer, UMAS Manager and Documentation, 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 Archivist keeps a record of all minutes and reports circulated.

## Responsibilities

The U3A Bendigo Committee of Management (CoM) Executive and Officers have responsibilities to:

- actively participate in committee meetings and be an active participant in CoM activities
- 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
- 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

## **The Executive:**

### ***President***

1. Maintain a full working knowledge of the Associations Incorporation & Rules.
2. Act as overall leader of U3A Bendigo 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 the 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. Ensure 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 Associations' 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 the U3A Bendigo committee at meetings as required.
7. Oversees Nominations and Proxy notifications. Develops Motion(s) as appropriate.
8. Provides 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 are all current.
10. Assist revision of the Membership Application to ensure it can be used as a UMAS input document, together with any 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 monthly reports to the Committee of Management on membership statistics.
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 Handbook is updated regularly 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. Provide 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**

### ***Activities Coordinator***

1. Develop, promote, obtain approval for and arrange new 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 U3A Bendigo 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(s).
5. Maintain records of activities, "Tuesday Talks" and Short Courses on UMAS.
6. Organise, maintain, update and advertise Activities through U3A Membership & Administration System (UMAS), our Prospectus and our Facebook page.
7. Produce monthly reports to CoM and for the BUZZ, informing the BUZZ Editor of changes for the Classes List in 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.

***"Tuesday Talks" and Short Courses Coordinator***

1. To ensure that all **new or modified "Tuesday Talks" or Short Courses (2-6 weeks)** are applied for, using the **New or Modified Activity Form**, which can be found online or in hard copy from the office. When complete the form is to be sent / emailed to the "Tuesday Talks" and Short Courses Coordinator and Activities Coordinator, who will obtain approval from CoM.
2. Develop, promote and arrange "Tuesday Talks" and Short Courses, notifying the Activities Coordinator, so details can be created or modified on UMAS.
3. Arrange any technology required by presenters and assist them with the equipment if required.
4. Attract involvement from members in running new "Tuesday Talks" and Short Courses and ensure maximum capacity is reached at our Rooms in Kangaroo Flat and in the majority of the venues we use.
5. Work with the Activities Coordinator to maintain records of Tuesday Talks and Short Courses on UMAS including attendance records.
6. Produce monthly reports to CoM / Activities Coordinator and for the BUZZ, informing the BUZZ Editor of new "Tuesday Talks" and Short Courses and any other changes for the BUZZ.
7. Attend wherever possible at Gatherings, SGMs, AGM and Convenor Meetings.
8. Assist at Enrolment Day and Open Day each year and respond to members and public enquiries re "Tuesday Talks" and Short Courses.

## **UMAS Management & Documentation**

### ***UMAS Management***

1. Maintain the U3A Membership Administration System (UMAS) and ensure that any issues with regards to the system are resolved in a timely manner.
2. Liaise with the UMAS developer where required, record database issues as they arise and report to committee meetings as required.
3. Ensure the integrity of the UMAS data, manage/develop the configuration of the system and run reports where required to ensure it is running smoothly.
4. Work with the Executive Officer to ensure the smooth running of UMAS.
5. Answer all emails and phone requests for help by members using UMAS.
6. Run UMAS Training sessions to meet members' needs and at least 2 sessions during each year, to cater for new members or members who need more training.
7. Review membership procedures with the Executive Officer as required.
8. From time to time with the Executive Officer review other membership systems and make recommendations where appropriate.
9. Ensure that UMAS is backed up on a regular basis.
10. Ensure that all data has been entered correctly onto UMAS before rolling over the system at the end of year and end of semesters. (Report issues)

### ***Documentation & Website Maintenance***

1. Design and develop the U3A Bendigo Prospectus from the UMAS Booklet, for use online and offline and liaise with Executive Officer to ensure document is ready for printing at critical times.
2. Develop Policies, Procedures and Processes/Handbooks etc as requested by the CoM.
3. Work with the CoM to ensure that the Document Review Schedule meets the needs of U3A Bendigo and make changes where appropriate.
4. 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.
5. Assist in maintaining the U3A Bendigo Website, (Members and Convenors' Documents, Prospectus page and associated index.html files), ensuring documents that have Committee approval are uploaded in a timely manner.
6. Manage the U3A Bendigo Facebook Page responding to any posts, and keeping it updated.

### **Publicity Officer**

1. Promote U3A Bendigo to the Bendigo community, particularly to people who are retired or semi-retired, through local radio and written media.
2. Establish a good working relationship with Radio ABC Central Victoria and Phoenix FM Community Radio Bendigo with the intention of developing a twice-yearly U3A chat on ABC Radio and regular chats on Phoenix FM Radio.

3. Research and prepare suitable articles for print publications such as The Bendigo Advertiser, St Mary's Salt newsletter, Kangaroo Flat Matters and the BUZZ newsletter on a regular basis.
4. Attend exhibitions and events that showcase products and services for older people living in the City of Greater Bendigo region.
5. Distribute U3A Bendigo pamphlets to doctors' surgeries, aged care facilities and elsewhere as appropriate.
6. Post flyers and other relevant information on community and public noticeboards in shopping centres, bowling clubs and other suitable locations.
7. Assist in uploading material on Facebook that might include promoting "Tuesday Talks", Short Courses, guest speakers at Social Gatherings and new courses and activities in addition to sharing Activities information from Convenors who may like to add material about their activities.

## **Health and Safety**

### ***Health, Safety and Risk Management Officer***

1. U3A Bendigo recognises that the health and safety of its members and volunteers is important.
2. The Health and Safety Officer (and team if there is one) must be aware of all U3A Health and Safety Policies, Procedures, Processes and Forms. These documents can be found online or be obtained from the office.
3. Communication and Reporting of incidents is critical to the success of this role.
4. The U3A Health & Safety Policy states that, "the Committee of Management will appoint a volunteer Health and Safety Officer to administer the Policy".
5. The Portfolio may be held by a member of the Committee of Management or a Non-Committee member that reports to CoM.
6. The volunteer Health and Safety Officer will be encouraged to form a small team to assist with any Health and Safety issue, reporting back to the CoM.
7. If the issue is of top priority, the matter must be reported to the President, Secretary and Executive Officer immediately.

### ***Members are responsible for immediately reporting:***

1. any head injury: An ambulance must be called should this type of incident occur.
2. a serious injury/illness resulting from a hazard/incident/accident within a U3A Bendigo context.
3. a death to the Bendigo Emergency Services and to U3A Bendigo's President, Secretary and Executive Officer

### ***The Health and Safety role is to:***

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

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

1. investigate the cause and devise a plan to prevent a recurrence of the incident
2. present a Serious Injury or Illness Report to the President with appropriate supporting documentation
3. Ensure that a copy of the Serious Injury or Illness Report is laid before the next meeting of the Committee of Management.
4. U3A Bendigos' 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
5. 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

***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:

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

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

1. Emergency Services will be notified (telephone 000) immediately
2. U3A Bendigos' President, Secretary and Executive Officer will be notified immediately
3. the site of the incident will be secured until a Victorian 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 :**

1. U3A Bendigo endeavours to minimise the risks our operations pose to our organisation and members, and documents our approach to manage identified risks.
2. 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.
3. 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.
4. 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*
5. 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:
    - long term risk management aims
    - targets/objectives for the year
    - identified risks (extracted from Risk Register) and checklists/procedures to address each risk
    - evaluation of the previous Annual Risk Management Plan
    - Make recommendations to the committee on emerging risk management issues
    - Regularly review risk management checklists/procedures
    - Endorse the annual Risk Management Plan
    - Evaluate recommendations arising from risk management processes and implement approved changes to procedures where appropriate

### ***Risk Management***

1. Ensure members and volunteers are aware of the risk management policy and procedures
2. Respond to members' enquiries, complaints and suggestions about risk management.
3. Ensure that volunteers receive a printed copy of U3A Bendigo's emergency evacuation procedure
4. Ensure that volunteers are aware of their responsibilities if an emergency evacuation is initiated

5. Support Convenors to familiarise their class members/groups with the emergency evaluation procedures on an annual basis
6. Regularly conduct risk analyses and assess U3A Bendigo premises from time to time, or as requested, to prevent potential accidents and minimise dangerous incidents.
7. Endeavour to achieve a zero accident rate.
8. 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
9. **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.
10. 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 collate, 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.

### ***U3A Network 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 Network President.
3. 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.
4. 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.
5. 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.

### ***Events Coordinator***

1. Manage the Monthly Social Gathering including the provision of speakers and report to members the content of meetings and activities.
2. Liaise with catering where food is to be present at activities.
3. Arrange U3A Bendigo special occasions involving members, such as celebrations and end of year parties, the Concert, required by the Committee of Management.

### ***Technology Support Convenor***

1. Convene Technology Support Team monthly meetings to:
  - a. plan and review the delivery of Learning About Your Technology regular and sessions one-off sessions
  - b. maintain display PCs and equipment
  - c. liaise with The BUZZ editors re use of technology
  - d. advise the Committee re technology grant applications and purchases
  - e. assist all members with the use of technology, where asked or required
  - f. assist TST members gain online and network management skills
  - g. 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
2. 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 maintenance of an efficient filing system, including annual culling of outdated or replaced documents and other materials, ensuring secure disposal methods.
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 as advertised in the previous BUZZ).
  - b. Prepare The BUZZ (using 'Publisher') and convert finished BUZZ into PDF.
  - c. Email PDF file to Technology 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, Activities Coordinator & manager of BUZZ folding (who collects the printed copies & organises BUZZ folding).

### ***Working Groups***

1. 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 volunteer in ways that suit them.
2. 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:
  - a. Strategic Planning Team (SPT)
  - b. Well Being Team (WBT);
  - c. Activities Coordination Team (ACT)
  - d. Technology Services Team (TST);
  - e. Catering Team (CT);
  - f. Administration Team (AT).
3. 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.



## U3A Bendigo Committee Contact Information

### Contact Details:

ROLE	NAME	CONTACT
President	Ian Burdett	0417 071 325 <a href="mailto:treborian@gmail.com">treborian@gmail.com</a>
Vice President - (Acting)	Helen Bandrowski	0417 302 293 <a href="mailto:helenbandrowski@bigpond.com">helenbandrowski@bigpond.com</a>
Secretary	Graham Robinson	03 5439 5332 <a href="mailto:furries@vic.chariot.net.au">furries@vic.chariot.net.au</a>
Treasurer	Mark King	<a href="tel:0407974322">0407 974 322</a> <a href="mailto:kingmt@bigpond.net.au">kingmt@bigpond.net.au</a>
Executive Officer	TBA	0418 587 102 <a href="mailto:admin@u3abendigo.com">admin@u3abendigo.com</a>
Minute Secretary	Helen Bandrowski	0417 302 293 <a href="mailto:helenbandrowski@bigpond.com">helenbandrowski@bigpond.com</a>
Activities Coordinator	Lyn Goodall	0418 587 102 <a href="mailto:activities@u3abendigo.com">activities@u3abendigo.com</a>
Attendance Sheets	Lex Milne	0417 856 476 <a href="mailto:lexmilne@bigpond.com">lexmilne@bigpond.com</a>
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### Authorisation:

This Handbook was adopted by Committee Of Management of U3A Bendigo Incorporated, and minuted as such, on 7th October 2019. Last modification was to delete or modify Executive Officer and Wellbeing Team contact information.