



U3A Bendigo Incorporated, Association No: A0021550A

U3A Bendigo
Committee of Management
Handbook
2022

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Welcome from the President

Welcome to the U3A Bendigo Committee of Management (CoM).

Thank you for nominating to join the team.

Your willingness to contribute your knowledge, skills and time to support the management and good governance of U3A Bendigo is greatly appreciated.

While CoM is the governing body representing U3A Bendigo under the *Associations Incorporation Reform Act 2012*, CoM also exists to represent the membership of U3A Bendigo in making decisions relating to Activities; Administration, Document Control; Finance; Health and Wellbeing; Information Technology; Membership Management; Risk Management and Strategic Planning.

This Handbook is designed to support CoM members and guide their work. Specific roles are documented with details of responsibilities for each role. Most roles report to CoM at monthly CoM meetings and are reviewed each year by the new CoM. Changes to role responsibilities and any new roles are endorsed by CoM. Some roles are assigned to members who are not CoM members.

Thank you for offering to share your knowledge, experience and skill for the benefit of U3A Bendigo.

Ian Burdett

President
U3A Bendigo Incorporated
November 2021

Contact details

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U3A Bendigo

Background

U3A is an international movement founded in France in 1973 with the aim to offer a wide variety of education and stimulation to retired or semi-retired seniors who are in their 'third age' of life. The movement was brought to Australia in 1984 where the first Australian U3A was established in Melbourne. A small group began in Bendigo in 1985. It was not until 1990 that U3A Bendigo was formed.

U3As are voluntary community organisations run by members for their membership. U3As continue to provide learning, recreational and social activities for seniors to keep their minds and bodies active in their life's third age.

While U3A is an abbreviation for University of the Third Age, the word *University* is used in the wider sense of an association or community of teachers and learners united in the pursuit of knowledge, social interaction and well-being. The movement is commonly referred to as U3A.

U3A Bendigo Incorporated

U3A Bendigo is an incorporated association registered under the Victorian *Association Incorporation Reform Act 2012* (the Act) and is therefore a legal body in its own right. Under its Constitution, U3A Bendigo has the power to do all things *incidental or conducive to achieve its purpose*.

U3A Bendigo Incorporated can:

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

Aims

U3A Bendigo offers and provides opportunities for learning, social and physical activities to people no longer in full-time employment in a friendly and cooperative environment.

The aims of U3A Bendigo are to:

- encourage its membership to help each other share their knowledge, skills, experience and interests
- demonstrate the benefits in learning throughout life
- celebrate the capabilities and potential of older people and their value to society
- provide a creative use for leisure time
- establish and maintain educational, recreational and social activities
- promote U3A in the wider community and municipality of the City of Greater Bendigo
- seek, maintain contact and network with organisations and individuals involved with U3A Bendigo

Membership of U3A Bendigo is governed by the rules outlined in the Constitution. An annual membership fee is agreed by the membership at the AGM for the following year. A *Prospectus* of activities is published each year and *the BUZZ* newsletter is published monthly except January.

Committee of Management

Members

CoM usually comprises of up to 12 members who are elected from and by the wider membership at an annual general meeting usually held in April of each year. CoM members are committed to providing good governance to the membership and work within the guidelines outlined in the *Constitution of U3A Bendigo Incorporated*. Members of CoM are encouraged to make themselves familiar with the Constitution, the Convenors' Handbook, Members' Handbook, Members' Insurance Summary and the range of policies, procedures, forms and guidelines available at <https://u3abendigo.com/>.

Meetings

CoM meets on the first Monday of each month except January. The President develops and distributes an agenda prior to the meeting. CoM members holding major roles prepare reports for each meeting. Minutes of the previous meeting, agenda and reports are circulated to CoM members on the Thursday before the meeting. The Minutes' Secretary records and documents the actions, discussions, motions and decisions of the meeting. Hard copies of all minutes are filed in the office and are available for the membership to view.

Responsibilities

CoM members have a responsibility to:

- Provide good governance to U3A Bendigo and its membership
- Ensure U3A Bendigo is managed so it remains financially viable
- Ensure U3A Bendigo keeps proper records
- Ensure U3A Bendigo complies with relevant legislation
- Support the aims of U3A Bendigo
- Represent and ensure the needs of the membership are heard
- Actively participate in CoM meetings and in CoM activities
- Support CoM members to manage their roles
- Be aware of and develop policies, procedures and processes for the management of U3A Bendigo

CoM Roles

Executive members are:

- President
- Vice-President
- Treasurer
- Secretary

CoM members hold portfolio roles of:

- Assistant Secretary
- Assistant Treasurer
- Activities Team
- Document Control Manager
- Events Coordinator
- Health & Wellbeing Officer
- Membership Manager
- Minutes' Secretary
- Network Victoria Delegate
- Risk Management Officer
- Social Gatherings Coordinator
- St Mary's Liaison
- Strategic Planning Coordinator

- Technology Services Manager
- U-MAS Administrator
- Website Administrator
- Zoom Coordinator

Non-CoM Roles

Several roles are assigned to individuals who are not on CoM but have skills, experience or interest in taking on these roles. These include:

- Archivist
- Attendance Sheets
- BUZZ Newsletter Editor
- Fundraising Coordinator
- Publicity Officer
- Tuesday Talks & Short Courses Coordinator
- Wellbeing Contact

The Executive

The Executive Office team of President, Vice President, Treasurer and Secretary are elected each year at the AGM. As endorsed by CoM in July 2021, on appointment, CoM encourages the following:

- The President to hold office for a two-year term with the option of a further two-year term
- Seek not to have more than two Executive Office bearers leave their positions at any one time
- Retiring members of the Executive to provide mentoring for incoming office bearers as required
- Invite the immediate Past President* to be an ex-officio non-voting member of CoM for up to one year if not elected as a member of CoM. *(Past President means the immediate past President of U3A Bendigo, who shall be an ex-officio non-voting member of CoM).

President

- Maintain a working knowledge of the *Constitution of U3A Bendigo Incorporated*
- Provide leadership to CoM and the wider U3A Bendigo membership
- Represent the views of U3A Bendigo to the wider Bendigo community
- Manage and facilitate effective CoM meetings
- Provide a written report to each CoM meeting
- Circulate Minutes and reports to CoM members on the Thursday prior to the next CoM meeting
- Provide a printed copy of the Minutes and reports to the office for filing
- Direct and monitor an annual work plan for CoM
- Regularly review plans, goals and objectives, and work with CoM to monitor progress
- Maintain a working knowledge of the roles and responsibilities of the Executive and all role holders
- Support office bearers and role holders to deliver their component of the strategic plan
- Update the CoM Handbook and meeting procedures as needed
- Convene the Annual General Meeting, Special General Meetings and Monthly Gatherings
- Provide a written Annual Report to the Annual General Meeting
- Provide input into reports and procedures for Special General Meetings
- Provide a written report for each edition of *the BUZZ* newsletter
- Represent U3A Bendigo at local, regional and state levels
- Liaise with U3A Network Victoria's Member Services Manager to prepare and circulate agendas, meeting minutes, timetables and activities as required for U3A Loddon-Mallee Region meetings

Vice President

- Work closely and collaboratively with the President
- Assist the President to undertake the role and responsibilities of the President
- Take on the President's responsibilities if the President is unable to undertake the role
- Assist the President in the proper administration, management and development of U3A Bendigo
- Assist the President to regularly review plans, goals and objectives with CoM, and monitor progress
- Maintain a working knowledge of the roles and responsibilities of the Executive and role holders
- Support office bearers and role holders to deliver their component of the strategic plan

Secretary

- Maintain a working knowledge of the *Constitution of U3A Bendigo Incorporated*
- Manage ongoing obligations under the *Associations Incorporation Reform Act 2012*
- Update contact details and lodge annual statements with Consumer Affairs Victoria
- Work with the Treasurer to prepare U3A Bendigo's Annual Statement for tabling at a CoM meeting
- Table at CoM meetings incoming correspondence and official outgoing correspondence
- Represent U3A Bendigo CoM at external meetings as required
- Oversee Nominations and Proxy notifications for AGMs and Special Meetings as required

- Develop Motions for AGMs and Special Meetings as appropriate
- Prepare a Notice of Meeting for AGMs and Special Meetings in accordance with the Constitution
- Record Minutes and document actions, discussions, motions and decisions of official meetings
- Maintain and keep official records of CoM, AGM and Special Meetings
- Manage any disciplinary action in accordance with the Constitution for CoM
- Manage any Grievance procedure in accordance with the Constitution

Secretary Delegations

- Taking CoM Minutes may be delegated to a Minutes Secretary
- Administration and maintenance of membership records may be delegated to the Assistant Secretary
- Keeping of records may be delegated to the Archivist or Assistant Secretary

Treasurer

- Receive and record incoming payments and ensure deposits are banked in a timely manner
- Authorise and record payment of accounts
- Act as the major signatory on all bank accounts
- Regularly access bank statements via internet and monitor Term Deposits
- Prepare monthly reports for CoM, including Profit/Loss and cash flow
- Draft annual budgets for approval by CoM before each AGM
- Ensure expenditure is approved by CoM and recorded in the meeting minutes
- Produce financial reports for U3A network as requested
- Submit accounts to an Auditor as directed by CoM
- Lodge the End of Year Financial Report in conjunction with the Secretary to Consumer Affairs Victoria
- Assist with grant submissions, providing financial and insurance details where required
- Ensure all licences held by U3A Bendigo are updated as needed
- Revise and update the Membership Application Form and assist with any other forms as required
- Keep backups of accounting software and relevant hardcopy files as deemed necessary
- Support office management, membership administration and CoM members as required
- Advise on and promote annual membership and pro-rata fees
- Attend and provide assistance to sub-committees as required
- Research and advise CoM of suitable investment opportunities
- Ensure all CoM policies are kept up-to-date
- Record and keep secure assets of U3A Bendigo
- Review and maintain appropriate contents and membership insurance cover annually
- Oversee with support from the Activities Team an annual Enrolment Day in January

Committee of Management Portfolio Roles

Assistant Secretary

- Under delegation from the Secretary, maintain membership records
- Respond in a timely manner to emails and provide a list of inward and outward correspondence to CoM
- Create reports to assist in developing strategies to increase membership
- Provide monthly reports to CoM on membership statistics in liaison with the U-MAS Administrator
- Follow up non-renewing and inactive members to seek why they have not renewed their membership
- Ensure the U3A Membership Handbook is updated regularly and provided to each new member
- Ensure collation of reports for annual and special general meetings in a timely manner
- Assist the President in organising new member meetings
- Provide support for social events and meetings

Assistant Treasurer

- Work closely and collaboratively with the Treasurer
- Assist the Treasurer to undertake the role and responsibilities of the Treasurer
- Take on the Treasurer's responsibilities if the Treasurer is unable to undertake the role
- Assist the Treasurer to regularly review financial plans, goals and objectives
- Support office bearers and role holders to deliver their financial components of the strategic plan

Activities Team

- Develop, promote and obtain CoM approval for new courses and activities
- Submit new and revised activity forms to the U-MAS Administrator
- Maintain, update and promote existing and new courses and activities
- Maintain activity attendance records in conjunction with the Attendance Sheets Coordinator
- Update U-MAS activity records as appropriate
- Advise the BUZZ Editor of changes to the BUZZ Activities Timetable
- Liaise with the U-MAS Administrator to produce and regularly update the annual Prospectus
- Respond to membership and public enquiries about courses and activities
- Seek involvement from the membership in running new courses, short courses and activities
- Support and communicate with Convenors and other presenters
- Arrange quarterly Convenors' Meetings to inform Convenors and respond to their feedback
- Develop a meeting theme, and an agenda for Convenors' Meetings
- Produce reports for monthly CoM Meetings and for the BUZZ Newsletter
- Attend and report to Social Gatherings, AGMs and Special General Meetings as required
- Prepare, edit and arrange printing of the annual Prospectus
- Seek approval from CoM by the November meeting to distribute the Prospectus in December each year
- Arrange and oversee an annual Open Day in October
- Support the Treasurer in arranging and overseeing an annual Enrolment Day in January

Document Control Manager

- Develop relevant policies, procedures, processes, handbooks and other documents as requested by CoM
- Review and update documents according to the Document Review Schedule
- Manage documents to be approved and authorised by CoM, prior to uploading them to the website
- Upload documents to the website ensuring correct versions are in place and that all Links are functional

Events Coordinator

- Liaise with the U-MAS Administrator, Assistant Secretary and BUZZ editors to promote U3A events
- Liaise with Catering Coordinator to arrange any catering for events
- Organize and manage special occasions, such as celebrations, on behalf CoM

Health & Wellbeing Officer

- Maintain a working knowledge of relevant health and safety legislation, U3A health and wellbeing policies, procedures, processes and forms
- Update health and wellbeing procedures, processes and forms as required
- Liaise with the Document Control Manager and Website Manager to ensure health and wellbeing documents are included in the Document Review Schedule and are available on the website
- Report urgent health and wellbeing issues to the Executive Team immediately
- Manage communication and reporting of incidents to CoM
- Report, investigate and document injuries or illnesses resulting from accidents or other incidents to CoM
- Ensure a copy of an Incident Report is tabled at the next CoM meeting and lodged with the office
- Recommend appropriate remedial actions arising from any incidents to CoM
- Form a small team to assist with health and wellbeing issues as needed

Membership Manager

- Liaise with the Assistant Secretary to prepare monthly reports to CoM
- Report on new members for CoM approval and provide to the BUZZ Editor
- Review membership application procedures with the Treasurer and Assistant Secretary as required
- Liaise with the Assistant Secretary and the U-MAS Administrator to regularly update U-MAS
- Liaise with the Assistant Secretary and the U-MAS Administrator to ensure preparation and publication of the annual Prospectus and at least quarterly updates
- As per the Strategic Plan, actively pursue strategies to increase the number of members of U3A Bendigo
- Using reports from U-MAS to identify the nucleus of our membership and seek to broaden this nucleus

Minutes Secretary

- Under direction from the Secretary, record Minutes of CoM meetings, including motions and actions
- Circulate draft Minutes to the President for approval and modify where necessary

Network Victoria Delegate

- Represent U3A Bendigo by attending regional and state U3A Network meetings
- Attend any other meetings as invited by the U3A Network President
- Provide a written report to CoM on U3A Network meeting and activities
- Liaise with other U3As to build relationships
- Maintain a working knowledge of the future directions and plans of U3A Network Victoria

Office Manager

- Manage the office and contribute to relevant security procedures
- Recommend office management, equipment, and record maintenance improvements to CoM (other than U-MAS)
- Maintain an efficient filing system, including annual culling or archiving of outdated material
- Ensure secure disposal of documents and other materials
- Maintain and replenish office supplies and materials
- Maintain an adequate supply of forms and handbooks used by Convenors to manage their activities
- Maintain a listing of keys and passwords

Risk Management Officer

- Maintain a working knowledge of relevant risk management legislation, U3A risk management policies, procedures, processes and forms
- Update risk management policies, procedures, processes and forms as required
- Liaise with the Document Control Manager and Website Manager to ensure risk management documents are included in the Document Review Schedule and are available on the website
- Prepare and regularly review an annual Risk Management Plan for approval by CoM

- Report urgent risk management issues to the Executive Team immediately
- Review procedures following an incident to minimise the risk of recurrence
- Report hazards that have the potential to recur and to cause serious injury or illness
- Form a small team to assist with risk management issues as needed

Social Gatherings Coordinator

- Organize monthly Social Gatherings including speakers and entertainment
- Liaise with the U-MAS Administrator, Website Administrator, Assistant Secretary and BUZZ Editor to promote Social Gatherings and other events
- Liaise with Catering Coordinator to arrange any catering at Social Gatherings or other events
- Organize and manage special occasions, such as celebrations and an end of year concert, for CoM
- Provide a verbal report to CoM meetings

St Mary's Liaison & Venue Scheduling

- Liaise with St Mary's for additional Church, Hall and Narthex bookings
- Provide a copy of the Hall schedule to St Mary's

Strategic Planning Coordinator

- Lead the Strategic Planning team to ensure all participants can contribute to develop, review and make recommendations to CoM on the Strategic Plan
- Work to position U3A Bendigo as a substantially and continuously developing organisation, improving its status and recognition as a safe, significant, sustainable, viable, and voluntary organisation
- Consult and engage with team members, CoM members and the wider membership in developing and reviewing the Strategic Plan
- Make recommendations to CoM on an annual review of content in the Strategic Plan making adjustments to address any emerging gaps
- Conduct quarterly assessments of U3A Bendigo performance against Strategic Plan objectives and develop guidelines for any improvements
- Determine how CoM members align with and are responsible for elements within the Strategic Plan
- Provide advice to CoM where there are insufficient resources (physical, financial and personnel) to meet aspects within the Strategic Plan and their impact on the positive functioning of U3A Bendigo
- Contribute to or facilitate the collective wisdom of CoM to address emerging urgent issues
- Explore topics as directed by CoM and make relevant recommendations to CoM

Technology Services Manager

- Convene monthly Technology Support Team (TST) meetings
- Assist TST members gain online and network management skills
- Assist the membership with the use of technology as required
- Setup, manage and assist members to use online services including Zoom
- Provide technology reports to CoM Meetings
- Plan and review the delivery of regular and one-off *Learning About Your Technology* sessions
- Maintain, review and update all U3A Bendigo electronic and IT equipment
- Manage and maintain the WiFi Network, Network Server, Cloud storage and BEN Media Server
- Manage and upload documents to servers as required
- Update the assets register in consultation with the Treasurer and ensure a current copy is stored on BEN
- Manage and arrange "tag & testing" when required to comply with relevant legislation
- Monitor and provide advice to CoM on available technology grant applications and purchases
- Liaise with the BUZZ Editor on contributions about the use of technology
- Provide a regular report on technology issues for inclusion in the BUZZ
- Review U3A Bendigo Facebook Page, appoint a manager who will monitor and respond to posts

U-MAS Administrator

- Maintain U-MAS and ensure system issues are resolved in a timely manner
- Record issues and advise the U-MAS developer and CoM
- Liaise with the U-MAS developer on system upgrades and proposed improvements
- Ensure security and integrity of U-MAS data, as far as possible
- Run reports where required to ensure U-MAS is operating optimally, especially where dates and maximum participants for Activities are concerned
- Where dates, maximum numbers and wait-lists are changed, roll over the Activities and run reports to check system is configured correctly
- Respond to requests seeking help to use U-MAS in liaison with TST
- Organise and lead U-MAS training as the need arises in liaison with TST
- Offer additional one-on-one U-MAS user training as requested in liaison with TST
- Ensure U-MAS data is backed up regularly
- Monitor membership and activity data to ensure it is entered accurately in U-MAS
- Create new Codes and Categories for the new year prior to roll over
- Create all new Activities for the new year prior to roll over
- Create new dates, holiday dates, drop down menus for the new year prior to roll over
- Run all end of year reports from U-MAS prior to roll over
- Ensure all updated U-MAS documentation for each year is uploaded to the Website Template
- Rollover U-MAS by the end of each year as agreed by CoM, and report issues to CoM
- Ensure all dates and weekly calculations on U-MAS are accurate after roll over
- Run Courses and Activities reports and follow up with any anomalies
- Test U-MAS functionality for coming year and liaise with Treasurer where appropriate
- Turn on Enrolments on Enrolment Day
- Act as Mentor on Enrolment Day to assist office and other volunteers enter data on U-MAS

Website Administrator

- Maintain all website documents that enable Website Template to run smoothly
- Upload documents and images to the Media Library
- Ensure all documentation of Policies, Procedures, Forms and Supporting documents are maintained for all levels of membership
- Create regular “News items” to appear in Members News or Convenor’s News
- Report to CoM on major changes to the website and create new pages, modify or delete old pages, etc, to respond to current needs
- Continue to reconfigure U-MAS for easier access to information

Zoom Coordinator

- Respond to requests to set up Zoom meetings, which may be wholly conducted online, or partly online and in person such as AGMs and Social Gatherings
- Maintain a Zoom Meeting Schedule to ensure a 30-minute gap between group or part-group meetings at St Mary's to allow cleaning as required to comply with COVID-Safe practices and regulations
- Assist requester who has been nominated as a group's meeting organiser and advise future communications will be between the Zoom Coordinator and the Meeting Organiser
- Set up the Zoom Meeting with a “Waiting Room” to eliminate the need for passwords
- Arrange technical assistance either personally or from the Technology Support Team, as required
- Keep the Zoom account access credentials confidential, which must not be passed onto Meeting Organisers

Committee of Management Sub-committees & Working Groups

Under the U3A Bendigo Constitution, CoM may delegate powers or functions to a member of CoM, a sub-committee or working group to assist in its management of U3A Bendigo.

A range of sub-committees and working groups have been established to strengthen the work being undertaken by CoM. CoM members and the wider membership who may have experience, skills or an interest in the work of a sub-committee or working group are encouraged to become involved.

Sub-committees and working groups may be either ongoing as a standing or permanent sub-committee or working group, or may be established by CoM for a specific purpose, short or long term. A sub-committee or working group has a purpose recorded in CoM Minutes, developed by CoM to help guide the work of the group. They do not make decisions, but rather make recommendations to CoM, through their CoM representative. Once recommendations are authorised by CoM, the working group may then be charged with implementing the authorised process or project, or the group may be disbanded if its work is completed.

Sub-committees are required to keep Minutes or notes of their meetings, including actions, findings and recommendations. They may report as required at CoM meetings.

Sub-committees include:

- Activities Team
- Enrolment Day Review Team
- Strategic Planning Team
- Technology Support Team
- 2022 Conference Organizing Committee

Working groups include:

- Catering Team
- BUZZ Editorial Team
- BUZZ Folding Team
- Office Administration Team
- Wellbeing Team

External Representation

U3A Bendigo is represented on several external committees with the aim to:

- Promote and further the concept and adoption of U3A in the Bendigo community and municipality
- Develop and maintain contact with organisations and relevant stakeholders with shared interests

U3A Bendigo is currently represented on:

- City of Greater Bendigo Positive Ageing Advisory Committee
- Kangaroo Flat Community House Committee of Management
- Probus Club of Kangaroo Flat Committee of Management
- Quarry Hill Community Hall Committee of Management

Non-Committee of Management Roles

Archivist

- Develop policies, procedures and processes to manage archived material
- Maintain an archive of CoM Minutes, AGM and special meeting minutes, reports and copies of the BUZZ
- Maintain a record of annual reports and other significant documents
- Maintain historical and all other archived material in a safe and secure manner

Attendance Sheets Coordinator

- Receive attendance sheets
- Analyse and compile statistics to assist in managing membership and activity targets
- Consult with Assistant Secretary to design or modify attendance sheets

BUZZ Editor

- Compile, produce and edit as necessary supplied contributions for the BUZZ newsletter
- Attend monthly Social Gatherings to seek items for inclusion in the BUZZ
- Ensure the next month's deadline for contribution is advertised in each BUZZ
- Prepare the BUZZ using Publisher and convert final into a PDF file
- Email the PDF file to the President to proof read
- Email PDF file to Document Control Team to place on the Website
- Email the PDF file to the office for printing

BUZZ Folding Coordinator

- Organise and manage the BUZZ folding team
- Receive printed copies to fold and post to the membership mailing list

Fundraising Coordinator

- Research and recommend to CoM fundraising opportunities
- Seek approval from CoM to organise fundraising events
- Coordinate volunteer rosters when needed
- Liaise with external organisations such as Bunnings or Harvey Norman to run sausage sizzles
- Seek cash or in-kind donations from local stores, such as Coles
- Purchase supplies for fundraising events
- Report to Treasurer and CoM on funds raised
- Assist Treasurer to seek and apply for eligible grants and other sources of fundraising

Library Officer

- Manage the U3A Bendigo library collection of books, CDs, videos and other items
- Regularly review the collections
- Accept donations
- Manage borrowings and returns
- Discard items no longer borrowed

Publicity Officer

- Promote U3A Bendigo to the wider Bendigo community through local radio and print media
- Establish a working relationship with radio ABC Central Victoria and Phoenix FM Community Radio with the aim to develop a twice-yearly U3A chat on ABC Radio and regular chats on Phoenix FM Radio
- Research and prepare suitable articles for print media, including The Bendigo Advertiser, St Mary's Salt Magazine, Kangaroo Flat Matters and the BUZZ newsletter, on a regular basis

- Attend events that showcase services for older people living in the City of Greater Bendigo region
- Distribute U3A Bendigo pamphlets across the region, especially to doctors' surgeries, aged care facilities, community centres and elsewhere as appropriate
- Post flyers and other relevant information on community and public noticeboards in shopping centres, bowling clubs and other public locations
- Assist in uploading material on Facebook that might include promoting "Tuesday Talks", Short Courses, guest speakers at Social Gatherings, and new courses and activities
- Assist Convenors in the promotion of their activities
- Promote the Open Day and Enrolment Day to the wider Bendigo community in a timely manner
- Promote relevant information from external sources to the U3A Bendigo membership

Tuesday Talks and Short Courses Coordinator

- Develop, promote and manage Tuesday Talks and Short Courses
- Ensure a New or Modified Activity Form is completed for each Tuesday Talk and Short Course before submitting to the Activities Coordination Team
- Forward approved Tuesday Talks and Short Courses to U-MAS Administrator to update U-MAS
- Seek Tuesday Talks and Short Course presenters from within the membership or externally
- Set up and arrange technology required by presenters and assist them with equipment if required
- Maintain attendance records and submit to office as required
- Produce monthly reports for the Activities Team to present at CoM
- Promote new Tuesday Talks and Short Courses, and any changes, in the BUZZ
- Attend Social Gatherings, Events, AGMs, Special General Meetings, Convenors' Meetings and New Member meetings to promote Tuesday Talks and Short Courses as well as to seek presenters
- Promote Tuesday Talks and Short Courses at Enrolment and Open Days and respond to enquiries

Wellbeing Contact

- Liaise and discuss with Convenors and CoM Members membership welfare needs
- As appropriate, contact members who may have welfare needs
- Provide a verbal report to CoM via the Health & Wellbeing Officer as necessary

U3A Bendigo Committee Roles & Contact Information

President; Media Liaison & Publicity; Activities Coordination; Conference Organizing Committee	Ian Burdett	president@u3abendigo.com	0417 071 325 0490 858 469
Vice President; Network Delegate; Activities Coordination; Health & Wellbeing; Risk Management; Conference Organizing Committee	Christine Haddrick	celebrant253@gmail.com	0408 731 821
Secretary	Graham Robinson	furries@vic.chariot.net.au	5439 5332
Treasurer; Strategic Planning; Enrolment Day Review	Mark King	treasurer@u3abendigo.com	0407 974 322
Assistant Secretary; Activities Coordination; Office Coordinator	Cheryl Scully	activities@u3abendigo.com	0439 316 021
Assistant Treasurer; Strategic Planning; Conference Organizing Committee	Cheryl Hardie	cherylhardie@tpg.com.au	0428 272 417
Minute Secretary; Strategic Planning	Sue Middleton	sdmxian@gmail.com	0408 624 743
U-MAS; Website; Strategic Planning; Document Control	Lyn Goodall	umasadmin@u3abendigo.com	0418 587 102
Social Gatherings; Events Coordinator	Barb Ritchie	britchie4@bigpond.com	0428 591 022
Technical Services; Zoom; Timetable Scheduling; Asset Control; St Mary's Liaison	David Guymer	guymerdm@gmail.com	0412 024 163

Non-Committee Roles

Archivist	TBA
Attendance Sheets	Lex Milne
BUZZ Editor	Mary Tuohey; Jeanette Brennan; Jo Burgess; David Guymer
BUZZ Folding	Helen Bandrowski; Trish Armstrong; Pam Reynolds
Catering	Marion Richardson
Library	Diane Elliott
Media Liaison & Publicity Assistant	Brenda Stevens-Chambers
Photography	Cilla Brady; Sue Fraser
Trading Table	TBA
Wellbeing Contact; Fundraising	Maureen Cross