



KINGSTON
University of the Third Age

PURPOSES OF U3A KINGSTON

The purposes for which the incorporated association are established are:

- (a) to provide ongoing facilities for its members without reference to entry criteria, prior education requirements, assessments, or awards.
- (b) to arrange learning classes and social activities which will enhance the quality of life of its members.
- (c) to encourage members to participate in U3A activities and administration, in particular to conduct or organise classes and social activities. In this regard to pass on to other members their own expertise and knowledge they have acquired.
- (d) to admit to membership, subject to the Rules of the Association, any person who desires to engage in its activities.
- (e) to exchange ideas and resources with other U3A groups throughout Australia and overseas, and generally to assist in the promotion and establishment of the U3A movement throughout the world.
- (f) to cooperate with other community organisations having aims similar or complementary to those of this association.
- (g) to raise funds, receive grants, donations, fees, bequests and gifts for the benefit of the Association.
- (h) to do all such things as are incidental or conducive to the attainment of the above purposes but having regard at all times that the Association shall not operate for the purpose of profit or gain to individual members, and any distribution whether in money, property or otherwise to members is prohibited; provided that nothing herein shall prevent the reimbursement to members of costs incurred by them in good faith on behalf of the Association.

OUR MISSION

To enhance the quality of life of all persons living in retirement in the City of Kingston and nearby areas by providing a broad, affordable range of educational and learning opportunities in an active, social and friendly atmosphere



COMMITTEE OF MANAGEMENT RESPONSIBILITIES

PRESIDENT

1. Maintain a full working knowledge of the Associations Incorporation & Rules.
2. Act as overall leader of U3A Kingston 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 Meetings, Special General Meetings and Monthly meetings.
6. Manage and facilitate effective Committee of Management meetings, including an annual committee work plan. 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 Central and Southern Metropolitan Regional meetings.
10. Provide a written report for each edition of the The Mercury newsletter.
11. Responsible for managing the Disciplinary action of the Committee of Management and the Grievance procedure as required by the Rules.

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.
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 the Public Officer of the Association.
2. The Secretary maintains a full working knowledge of the Association's Incorporation & Rules.
3. Communicates with Consumer Affairs Victoria, 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 once authorised lodge 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.
8. Provide Notices and any other supporting documents to members, within legal time frames, regarding official meetings.



Delegations:

- A. The keeping of Minutes may be delegated to a Minute Secretary.
- B. The safe keeping of hard copy records may be delegated to the Documentation and Website Officer.
- C. Responsibility for the membership records of the Association. The preparation and maintenance of the membership records may be delegated to the Membership 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. Maintain membership records including receipts and banking of fees.
- 4. Draft budget for final approval before the AGM, in conjunction with CoM.
- 5. Ensure all expenditure over \$100 is approved by the COM and minuted. Expenditure under \$100 can be approved by a member of the Executive plus one other committee member (2 people) between meetings. This must be recorded at the following Committee meeting.
- 6. Produce reports for U3A network as requested.
- 7. Submit accounts to an Auditor.
- 8. The End of Year Financial Report is to be submitted to Consumer Affairs, in conjunction with the Secretary.
- 9. Assist with Grants, providing financial and insurance details where required.
- 10. Ensure that Licences/Insurance/APRA and assorted others are all current.
- 11. Support Office/Membership Manager & Committee Members as required.
- 12. Consider/advise on Membership Fees.
- 13. Where required, the Treasurer may attend/provide information to sub-committees.
- 14. Advise the CoM of any investment opportunities
- 15. Organise cleaner (name and contact number) to clean fortnightly within our year. Notify Treasurer of the working fortnights for payment purposes
- 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 Kingston

MEMBERSHIP OFFICER

- 1. Obtain reports from UMAS that will assist in developing strategies that will increase membership figures year on year.
- 2. Provide reports to the Committee of Management on membership statistics every month.
- 3. Develop list of new members for committee approval and provide to The Mercury Editor(s) by The Mercury deadline every month to be included in a welcome message.
- 4. Maintain the Membership Database Program (UMAS) and ensure that any issues with regards to it are resolved.
- 5. Liaise with database mentor and report where required, record database issues as they arise and report to committee meetings as required.
- 6. Ensure the integrity of the UMAS data, manage the configuration of the system and run reports where required to ensure it is running smoothly.
- 7. From time to time review membership systems and recommend changes where appropriate.
- 8. Carry out roll over procedures each year, ensuring that all data has been entered correctly onto UMAS before rolling over the system at the end of year.
- 9. Ensure that UMAS is backed up regularly and resolve issues in a timely manner.



OFFICE 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 Kingston.
6. Supervise and instruct Office volunteers
7. Produce Office Roster
8. Work with Database Manager to oversee enrolment
9. Follow up log book entries
10. Maintain class rolls and update them each term before printing rolls for the following term
11. Enter members (walk in) on to database
12. Produce badges
13. Liaise with Kingston City Council about any minor maintenance issues
14. Maintain listing of and distribute keys for U3A rooms
15. Display Notices on Notice Boards in the foyer and in Lewis House

COURSE MANAGER

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 Tutors/Leaders.
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 The Mercury Editor of changes for Classes.
7. Produce monthly reports to CoM and for The Mercury.
8. Attend and report to gatherings, SGMs, AGM and Convenor Meetings.
9. Work with Executive Officer to prepare, confirm, arrange printing of Course Handbook each year, using UMAS and DocoMatic.
10. Work with Secretary to arrange and oversee Enrolment Day each year and respond to members and public enquiries re courses and activities.
11. Contact off-site Course Leaders once per term.
12. At end of Term 3 produce questionnaire for each tutor/co-ordinator to ascertain whether will continue next year etc.



EQUIPMENT MANAGER (explore as Risk Management in 2019)

1. Ensure that whiteboard cleaner with paper towels and whiteboard pens are available for Tutors/Leaders at commencement of each term.
2. Replace batteries in clocks – batteries to be supplied by Office.
3. Empty bins in kitchen and washrooms.
4. Manager to arrange one week, cleaner to do on alternate weeks.
5. Arrange rubbish bins to be placed on Nature Strip on Tuesday afternoon. These bins are locked on a chain, key is held by office.
6. Arrange return of bins and locking on Wednesday afternoon.
7. Essential for bins to be locked to avoid local residents removing and using for their own use.
8. Maintain equipment owned by U3A Kingston and report details to the CoM
9. Report any risks to President immediately and to CoM as appropriate
10. Maintain an equipment inventory (Assets Register)
11. Arrange an annual inspection and safety check of equipment
12. Advises tutors and leaders about the equipment
13. Advises the committee about replacement
14. Purchases of equipment.

MINUTES SECRETARY

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

EVENTS MANAGER

1. Maintain a working knowledge of the future directions and plans of the U3A Network and its committee and members.
2. Arrange U3A Kingston special occasions involving members, such as celebrations and end of year parties, etc. as required by the Committee of Management.
3. Liaise with City of Kingston and U3A Network Victoria for Seniors Festival activities and publicise
4. Disseminate KU3A Programs to Kingston Libraries
5. Email Advertising
 - News Media
 - Commercial Groups-within our age bracket
 - Council Groups - within our age bracket
 - U3A Network Victoria
6. Distribute Brochures and Programs to Council Offices, Retirement Villages, Schools, Farmers Markets or other appropriate venues
7. Maintain KCC Website - *MyCommunityLife*
8. Tutors and Volunteers Lunch June
9. Seniors Festival October
10. Christmas Lunch



TECHNOLOGY MANAGER

- 1. CONVENE TECHNOLOGY SUPPORT TEAM (IF APPLICABLE) 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 Mercury 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 team members gain required skills
- 2. Convene Online Support Team meetings as required to:**
 - * setup, manage and assist members to use U3A Kingston's online services:
 - * the WiFi Network
 - * develop Cloud storage server spaces
 - * access and upload documents to server spaces
- 3. Report regularly to COM re the above matters.**

THE MERCURY NEWSLETTER EDITOR

- 1. Seek items for inclusion in The Mercury each month.**
- 2. Produce monthly newsletter**
 - A. Collect items for The Mercury (in Editor's tray by 12 noon; by email by 5pm; deadline of 3rd Monday in the month).
 - B. Prepare The Mercury (using 'Publisher')
 - C. Seek final approval from the President
 - D. Convert finished The Mercury into PDF
 - E. Email PDF file to President to be placed on our Website
 - F. Email the link to all active members.
 - G. Email the PDF file of The Mercury to the office for printing, filing in archive

NON-COMMITTEE ROLES

DOCUMENTATION & WEBSITE MAINTENANCE

1. Distribute bulk emails
2. Develop Policies, Procedures and Processes etc as requested by the CoM.
3. Work with CoM to ensure that the Document Review Schedule meets the needs of U3A Kingston and make changes where appropriate.
4. Review and develop documents according to the Document Review Schedule ensuring they are proofread, approved and authorised by CoM, prior to uploading documents to the website.
5. Assist in maintaining the U3A Kingston Website, ensuring documents that have Committee approval are uploaded in a timely manner.

NETWORK DELEGATE

1. Maintain a working knowledge of the future directions and plans of the U3A Network and its committee and members.
2. Represent U3A Kingston at all local, regional and state level Network meetings and any other meetings as negotiated with 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 Kingston. 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.

SUPPLIES MANAGER - THE OLD COURTHOUSE AND LEWIS HOUSE

1. Organise defrost and wipe down of refrigerator at end of each term.
2. Organise washing of cups etc. at end of each term.
3. Organise weekly washing of tea towels.
4. Maintain running totals of groceries in both Lewis House and Courthouse.
 - H. Dishwashing liquid
 - I. Floor cleaning detergent
 - J. Bin liners
 - K. Nifti
 - L. Bench wipes

5. Toilet paper and hand towel for Lewis House
6. Liaise with Office Manager re general maintenance

It is appropriate that only one person liaises with KCC in relation to maintenance.

GRANTS OFFICER

1. Seek opportunities to apply for grants for equipment and programs for U3A Kingston.
2. To liaise with the Treasurer and/or appropriate committee members.
3. Manage grants that may be available to U3A Kingston 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.

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.