



U3A Batemans Bay Incorporated

Committee Handbook

This Handbook provides information to members of U3A Batemans Bay on the roles and responsibilities of Committee members and others who provide support to the organisation

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Introduction

What is U3A?

U3A stands for 'The University of the Third Age'. It is a world-wide organisation which was founded in France in 1973 by Pierre Vellas, with the aim of providing education and stimulating activities for people in the third stage of their lives – the first stage being childhood, the second being concerned with work and parenting, the third being spent in active retirement and the fourth in dependency until death.

When the first British U3A was established in 1981 by Peter Laslett and Michael Young, the model that was adopted was one which was community-based, not-for-profit, and reliant on the knowledge, skills and abilities of the members themselves to provide affordable learning opportunities to other members. This is the approach taken by the U3As in Australia.

There are no academic qualifications for membership of U3A nor does it set its members any examinations or assignments, and it offers no academic awards.

The organisation is open to anyone over 50 years of age. Its sole objective is to provide affordable opportunities for members to help them remain mentally and physically active in a friendly and sociable environment. Research has shown that this activity helps to stave off mental and physical deterioration. In an ageing population, this makes an important contribution to the wellbeing of the nation.

U3A Batemans Bay

U3A Batemans Bay (**U3A BB**) was formed in 1997 and is an incorporated body registered with the NSW Government under the *NSW Associations Incorporation Act 2009* and any subsequent amendments. Its operations are required to be consistent with the Act, and also with the Constitution and Rules of the organisation.

U3A BB is a member of the U3A Network NSW Inc., which is a volunteer agency which provides support, information and advice to member U3As across the state. Our insurance and copyright protections are held through a group arrangement made by the Network.

Three main groups of people are involved in running U3A BB. These are the Management Committee, a Support Team (a number of people with diverse skills who assist in a variety of tasks, including technical support, communications, maintenance of the membership register and public relations) and the Tutors. The Tutors are the heart of the organisation. Some propose, prepare and deliver courses under the guidance of the Course Coordinators. Others coordinate book and wine groups while others organise forums on a variety of topics. Their activities are covered in the Tutors Handbook.

U3A BB, in common with many other U3As, relies on a computer software system to handle many of its administrative tasks. These include arrangements for joining and renewing membership, enrolling in classes and preparing attendance sheets for tutors. It is a very important labour saving tool for us and we are heavily dependent on it, and on our Database Manager, for our operational effectiveness.

The website address of U3A BB is <https://u3abatemansbay.org.au>. On that site a range of information about the Association can be found, including its Constitution and other key documents.

The Committee

The Constitution of U3A BB states that there is to be a Management Committee. Its powers are to control and manage the affairs of the Association (other than those functions that are required by the Constitution to be exercised by a general meeting of the Association). It also performs such acts and things as appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association. The total number of Committee members is to be at least eight.

In the event of a casual vacancy the Committee may appoint a member of the Association to fill it until the next annual general meeting. Any three members of the Committee constitute a quorum for transaction of the business of a meeting of the Committee.

The Committee may also establish subcommittees to work on specific issues between meetings. The subcommittees are required to operate to specific guidelines set by the Committee and to deliver their recommendations to the committee.

Meeting Practices

Members of the Committee are elected at the Annual General Meeting. A member may serve on the Committee for as many years as he or she is re-elected, although the President is not permitted to hold tenure continuously for more than three years.

Each Committee decides the dates for its meetings at the start of its term. These are generally monthly (the Constitution requires that there must be at least three meetings each year). The Secretary gives notice before each meeting and provides an agenda, a copy of any reports and the draft minutes of the previous meeting.

Advice to New Committee Members

A guide to the legal obligations of Committee members was prepared by U3A Network NSW in 2019 and can be accessed via the U3A Network website.

Other issues which you ought to bear in mind are that you should:

- attend meetings as much as you can and give apologies to the Secretary when you cannot;
- request the Secretary to put on the agenda any items you wish to be discussed at a meeting;
- read the agenda and reports, and the draft minutes before the meeting;
- bring to the meeting copies of all relevant documents unless otherwise instructed;
- be prepared to comment on anything that arises at the meeting;
- declare any potential conflicts of interest to the Committee;
- complete any tasks required of you as agreed at the meeting;
- inform the President immediately if you are unable to complete any of the tasks assigned to you;
- take collective responsibility and ownership of agreed decisions, irrespective of your personal view or vote on the matter.

Obligations of Committee and Support Team Members

U3A BB has grown a great deal in recent years. Community expectations have grown too. In recent times, issues such as privacy, accountability and safety have become more important in the work of committees. Apart from the normal good manners and fair dealing with your fellow U3A members, there are some special points to observe when you are working with a committee.

Conflicts of interest: When decisions are being discussed or made, particularly at committee meetings, you must declare conflicts of interest if you feel that you might have them. You should not be involved in the discussion or decision making of anything that may give you gain of some type by its outcome.

Number of roles: Occasionally committee members have to stand in for each other, and carry two positions while somebody is away. However, committee members cannot hold more than two positions at one time. The U3A Constitution and the information provided by the Office of Fair Trading are reliable sources of advice on these matters.

Safety and risk: Our committee places a good deal of emphasis on 'work and safety'. We must have tutors and members participating in an environment that is as safe as possible. Community committees like ours, that do not employ any paid workers, are not required to fulfil the full safety requirements of organisations that do, but you will find that we care a lot about safety and have built it into our management procedures. In particular, see the comments on insurance and risk management in the Risk Management and Insurance Arrangement section.

Privacy and personal actions: We also care about privacy. Our membership is entitled to expect that their personal details are managed to high standards of privacy in our databases.

We also support standards of behaviour that discourage gossip or other destructive personal behaviours among membership. We are particularly conscious of these issues, given the widespread use of social media and internet, and would not like to see U3A members badly treated through the misuse of electronic communications.

Confidentiality: Some matters discussed by the committee are confidential and the Committee goes into confidential meeting mode on those occasions. At other times, matters discussed may be sensitive and common sense in not discussing them outside the committee comes into play. The Committee abides by its Rules on these matters and will take action on them. The best course of action is to consider everything that is discussed at a committee meeting as confidential unless the President declares it to be otherwise.

People Management: This is a key element in the work of committee members. We need to do what we can to sustain the volunteering spirit of our support team members and tutors, and their belief that what they are doing is both important and widely appreciated. Maintaining friendly communications with all concerned is therefore very important. Accordingly, taking an active interest in the work of others and being prepared to support and back them up where necessary, are things which committee members should be prepared to do.

Risk Management and Insurance Arrangements

U3A BB has a Risk Management Plan which defines the measures that need to be taken, and kept under review, to ensure that we meet all of our legal obligations and manage our finances, records and people properly. The plan is accessible on our website and is reviewed and updated by the Committee to keep it aligned with our activities, as

circumstances change. Committee members should therefore familiarise themselves with its contents.

U3A BB holds insurances through U3A Network NSW. These provide us with public liability insurance and protection against infringement of copyright. The public liability component ensures that our members are protected should a situation arise where we were sued for an accident that was deemed to be our fault. Insurance companies vigorously defend such actions and for everyone's benefit we require the person in charge of an activity to keep accurate records of attendance. These records are to be stored for two years either in hard copy or on an electronic database. Course Coordinator 1 (CC1) manages this process.

Our copyright protection exists because part of the annual fee we pay Network NSW enables U3A BB to be listed as an Educational Institution for the purposes of the Copyright Act. This arrangement allows us to copy and communicate text, images and notated music for educational purposes up to certain limits. In most cases, the amount that can be copied and communicated is limited to 'a reasonable portion' – eg, 10% or one chapter, if the work is available for purchase.

While our insurance helps overcome some aspects of risk, it is not a substitute for good risk management. The chances of recovery from significant injuries diminish as people get older, so it is important to be vigilant in conducting our activities. For this reason, tutors are encouraged to learn more about contemporary risk management practices. We must be able to demonstrate that we always try to have good safety procedures in place. Fact sheets produced by the NSW Council of Social Services on this subject are very useful.

Roles and Responsibilities of Committee Members

President

The President's role is to lead the organisation, promote the interests of its members, ensure that its activities comply with legal and governmental requirements, and that they are consistent with the Association's Constitution and Rules.

| Responsibilities | How to implement them |
|---|--|
| Manage the Association in cooperation with other members of the Management Committee. | <ul style="list-style-type: none"> • Be the leading figure and spokesperson for the Association. • Keep properly informed about the Association's activities, membership, finances, record-keeping arrangements and legal obligations. • Chair committee meetings and liaise with the Secretary, Treasurer and Public Officer to ensure that all statutory returns are submitted to relevant authorities on time. • Maintain cooperative relationships with committee members, tutors and support staff and resolve any problems which might arise promptly and courteously. • Prepare and present the Annual Report at the Annual General Meeting. |
| Promote the interests of its members. | <ul style="list-style-type: none"> • Liaise with key sponsors and keep them informed of our activities. • Represent the Association in discussions and negotiations with the Council and other community organisations. |
| Oversee the development of good governance arrangements for the organisation. | <ul style="list-style-type: none"> • Stay abreast of advice recommended by the U3A Network NSW about governance and discuss it with the Committee. • Organise review of key documents of the organisation annually and arrange for them to be updated at intervals not exceeding five years. • Oversee the Governance committee in conjunction with the Vice President. |

Vice President

The Vice President provides support for the President, particularly with large administrative tasks.

| Responsibilities | How to implement them |
|---|--|
| Deputise for the President during the President's absence. | <ul style="list-style-type: none"> • Liaise regularly with the President to ensure both are up to date on U3A management. |
| Take the lead in risk management. | <ul style="list-style-type: none"> • Keep up to date on best practices for risk management. • Check that records used for risk management are appropriate, recorded and stored for ease of accessibility. |
| Take the lead in developing good governance within the Association. | <ul style="list-style-type: none"> • Work closely with the President to ensure good governance of the organisation. • Participate in periodic reviews of the organisation's key documents, policies and procedures. • Convene the Governance Sub-committee. |
| Take the lead in succession planning for the organisation. | <ul style="list-style-type: none"> • Keep up to date on potential vacancies in the support structure and seek replacements as necessary. |

Secretary

The Secretary is responsible for the routine administration of the organisation

| Responsibilities | How to implement them |
|---|--|
| Organise the paperwork for the committee meetings. | <ul style="list-style-type: none"> • Draft agenda and circulate to committee members and the Public Officer. • Prepare draft minutes and circulate to committee members and the Public Officer. Ensure minutes are signed off. • Manage inward and outward correspondence. • Answer and follow up correspondence as instructed by the committee. |
| Prepare the paperwork for the Annual General Meeting (AGM). | <ul style="list-style-type: none"> • Notify members of the date and venue of the AGM. • Issue paperwork relating to nomination and voting processes for the AGM. • Ensure copies of Annual and Financial Reports are available at the AGM. |
| Ensure all key documents are stored securely. | <ul style="list-style-type: none"> • Consult with the Records Manager and Public Officer to decide the best way to do this. |
| Assist in the good governance of the organisation. | <ul style="list-style-type: none"> • Participate in periodic reviews of the organisation's key documents, policies and procedures. |

Treasurer

The Treasurer is responsible for ensuring that the financial resources of the Association are properly managed, developing and overseeing performance of the annual budget and keeping the committee informed about income and expenditure.

| Responsibilities | How to implement them |
|--|---|
| Manage the financial resources of the Association. | <ul style="list-style-type: none"> • Monitor income and control expenditure. • Work with Membership Registrar to reconcile new and renewal membership payments. • Ensure payments are compliant with the financial Rules of the organisation. |
| Develop a draft annual budget and monitor actual performance against the budget projections. | <ul style="list-style-type: none"> • Take the leading role in drafting the annual budget. • Monitor progress in income receipts and outlays in cooperation with the committee. • Organise new authorised electronic signatories. • Prepare monthly statements for review by the committee. • Provide figures for annual GST claim. • Compile End of Year financial documents. • Liaise with Auditor. |
| Convene a Finance Subcommittee if and when required. | <ul style="list-style-type: none"> • Select membership and obtain committee approval of it. • Organise meetings as required. • Provide reports on activities to the committee. |
| Assist in the good governance of the organisation. | <ul style="list-style-type: none"> • Participate in periodic reviews of the organisation's key documents, policies and procedures. |

Course Coordinator 1 (Continuing Activities)

Course Coordinator 1 organises the program of activities of the Association, in cooperation with Course Coordinator 2.

| Responsibilities | How to implement them |
|--|---|
| Organise program of activities. | <ul style="list-style-type: none"> • Work with Course Coordinator 2 and tutors to prepare the program of activities for each Semester. • Monitor Program expenses and liaise with Treasurer. • Create and maintain course and tutor records in the electronic database |
| Publicise the program and any updates and changes. | <ul style="list-style-type: none"> • Collaborate with the Newsletter Editor, the Website Administrator, the Publicity Officer and the Town Crier, as required. |
| Provide advice to the committee. | <ul style="list-style-type: none"> • Report to each committee meeting. • Assist in budget preparation. |

| Responsibilities | How to implement them |
|--|---|
| | <ul style="list-style-type: none"> • Inform tutors of any significant changes required by the committee. |
| Assist in the good governance of the organisation. | <ul style="list-style-type: none"> • Participate in periodic reviews of the organisation's key documents, policies and procedures. |

Course Coordinator 2 (New Activities)

Course Coordinator 2 organises new courses and venues for all courses, working closely with the Course Coordinator 1.

| Responsibilities | How to implement them |
|---|--|
| Organise new courses. | <ul style="list-style-type: none"> • Locate and assess potential courses and provide advice to new tutors. |
| Select and manage venues. | <ul style="list-style-type: none"> • Liaise with venue providers. • Monitor expenditure and liaise with Treasurer. • Create and maintain venue records in the electronic database |
| Update Tutor Handbook. | <ul style="list-style-type: none"> • Keep abreast of changes in policy or procedures which affect tutors and update Handbook accordingly. |
| Provide support to Coordinator 1. | <ul style="list-style-type: none"> • Participate in the organisation of and conduct of the Tutor Forum and Tutor Chats and other events for tutors as required. |
| Assist in the good governance of the Association. | <ul style="list-style-type: none"> • Participate in periodic reviews of the Association's key documents, policies and procedures. |

Communications Coordinator

The Communications Coordinator coordinates all communications functions to ensure a consistent approach to information dissemination.

| Responsibilities | How to implement them |
|--|---|
| Oversee newsletter production and dissemination. | <ul style="list-style-type: none"> • Provide support and advice to newsletter editor. • Proof-read each edition of it. |
| Oversee Town Crier. | <ul style="list-style-type: none"> • Determine suitability of items for dissemination when requested by the Town Crier. |
| Oversee publicity for U3A. | <ul style="list-style-type: none"> • Liaise with Publicity Officer and advise him/her about any events or issues requiring publicity. |
| Provide advice to the Committee about developments in policies and publicity arrangements appropriate for the Association. | <ul style="list-style-type: none"> • Chair communications sub-committee to remain personally informed about relevant issues. • Liaise with Webmaster as required. |

Information Technology (IT) Coordinator

Provides advice and support to the Committee and tutors.

| Responsibilities | How to implement them |
|--|---|
| Keep committee informed about relevant developments in IT. | <ul style="list-style-type: none"> • Inform Committee about any new IT developments which might affect U3A's operations. • Provide IT support to other Committee members as required. |
| Take responsibility for data security. | <ul style="list-style-type: none"> • Work with the Webmaster and Electronic Data Base Manager to ensure data security. |
| Assist with purchases of IT equipment. | <ul style="list-style-type: none"> • Advise committee on options for purchase of new laptops and other IT equipment. • Assess requests for IT equipment. |
| Provide IT support to tutors. | <ul style="list-style-type: none"> • Advise and assist tutors about use of IT for their courses. |
| Convene the IT Subcommittee | <ul style="list-style-type: none"> • Organise meetings as required. • Provide reports on activities to the committee. |

Membership Coordinator

Coordinates the work of the Membership Services Team.

| Responsibilities | How to implement them |
|--|---|
| Process applications for membership and membership renewal. | <ul style="list-style-type: none"> • Advises Committee of new membership applications. • Order and distribute name badges for new members • Provide a summary of membership data for inclusion in the Annual Report. |
| Oversee maintenance of Register of members. | <ul style="list-style-type: none"> • Liaise with Membership Registrar to ensure the electronic database contains necessary information and is kept current. |
| Keep Committee informed about composition of membership changes in numbers, and membership issues. | <ul style="list-style-type: none"> • Analyse membership data. • Act as primary point of contact for members to raise issues with Committee. • Report membership data at committee meetings |
| Organise membership applications and renewals and other member services on Registration Day. | <ul style="list-style-type: none"> • Take a leading role in organising membership aspects of Registration Day and in providing support for new members at that time. |
| Provide Shopfront services. | <ul style="list-style-type: none"> • Oversee management of Shopfront with the Membership Registrar. |
| Oversee Newsletter distribution. | <ul style="list-style-type: none"> • Advise Newsletter distribution team on number of Newsletters to be mailed and provides mailing labels for them. |

Special Events Coordinator

Takes a leading role in any Special Events organised by the Committee and provides advice and support to members wishing to organise one.

| Responsibilities | How to implement them |
|---|---|
| Coordinate Committee-led Special Events. | <ul style="list-style-type: none"> Lead a sub-committee to arrange the event. Work with Treasurer on financial aspects. |
| Provide advice and support to members wishing to organise a Special Event or excursion. | <ul style="list-style-type: none"> Ensure the member is aware of and acts in compliance with U3A BB Policy on Special Events. |
| Provide advice to Committee on practical issues involved in conducting Special Events. | <ul style="list-style-type: none"> Advise Committee on proposals for Special Events and report to it on their progress and value to members. |

Ordinary Members

The ordinary members of the committee share with the Office Bearers responsibility for the good governance of the Association and are expected to manage or supervise one or more of the support functions necessary for the effective operation of the Association.

| Responsibilities | How to implement them |
|---|---|
| Play an active role in the governance of the organisation. | <ul style="list-style-type: none"> Actively participate in strategic management and decision making. Ensure maintenance of proper records. Make themselves aware of the laws, Constitution and Rules governing the organisation. |
| Participate in the establishment and maintenance of the policy and procedures agreed by the committee for the organisation. | <ul style="list-style-type: none"> Take an active role in developing, reviewing and monitoring compliance with respect to policies and procedures necessary to the management of U3A BB. |
| Play a role in proper financial management of the organisation. | <ul style="list-style-type: none"> Assist in proper management of expenditure and in development of the annual budget. Review progress against the budget. |
| Assist with the broad range of administrative and technical activities supporting the organisation. | <ul style="list-style-type: none"> Assume responsibility for oversight and/or carrying out one or more of the supporting roles. |

Non-Committee Appointed Roles

Public Officer

The role of Public Officer is filled by committee appointment. The person holding this position must fully understand the legal requirements of the role of Public Officer as it forms the link between U3A BB, as the Association, and the regulator of the *Associations Incorporation Act (2009)*, and any subsequent updates who is the Commissioner of the Office of Fair Trading. It has a number of mandatory roles as a result.

The holder of this position can attend committee meetings by choice or by special request, but the position has no voting rights. They may or may not hold another position on the committee. The position receives the agenda and the minutes of all meetings.

| Responsibilities | How to implement them |
|---|---|
| <p>Carry out the formal requirements of the NSW Office of Fair Trading, the Australian Taxation Office and the Australian Government Business Register for an incorporated association.</p> | <ul style="list-style-type: none"> • Be familiar with the NSW Office of Fair Trading website and what it says about the duties of a Public Officer in an incorporated association. <p>These duties include:</p> <ul style="list-style-type: none"> • Notify the NSW Office of Fair Trading within 28 days of your appointment or in accordance with their procedure. • Work with the Secretary to ensure that all documents of the Association in the previous Public Officer's possession are received within 14 days of their leaving office. • Take custody or control all records, books and other documents related to the Association including ABN registration papers, copies of Certificate of Incorporation and other returns and correspondence with the Office of Fair Trading. • Maintain a list of committee members showing the name, postal address, date of birth, and date of election of each person who is a member of the committee, as provided by the Secretary. • Lodge an Annual Summary of Financial Affairs, within one month of the Annual General Meeting on the Australian Charities and Not for Profit Commission (ACNC) website. Apply to the Director-General if required for registration of a change in the Association's name, objects, or Constitution. • Complete and return the GST refund form to the Australian Taxation Office. • Notify the Australian Government Business Register of any changes in details. |
| <p>Allow personal address to be used as the official address of U3A BB.</p> | <ul style="list-style-type: none"> • Receive at your street address all official mail from the New South Wales government and other agencies intended for the Association. • Be an authorised signatory for the Association. • Bring all documents received to the attention of the committee as soon as practicable. |
| <p>Provide advice to the committee on the mandatory requirements of this position.</p> | <ul style="list-style-type: none"> • Maintain a knowledge of the <i>NSW Associations Incorporation Act 2009</i> and any subsequent updates where it affects U3A BB. • Maintain a knowledge of the U3A BB Constitution. |

| Responsibilities | How to implement them |
|--|---|
| Keep President or Secretary informed of your availability. | <ul style="list-style-type: none"> • Ensure that the President or Secretary knows when you will be absent from your address for more than two weeks. |

Auditor

The role of Auditor is filled by committee appointment. The person holding this position must be capable of carrying out the role and functions expected of an auditor.

| Responsibilities | How to implement them |
|---|--|
| Undertake an annual audit of the financial statements of U3A BB | <ul style="list-style-type: none"> • Complete a review of the Income and Expenditure statements of U3A BB as provided by the Treasurer. • Provide a written and signed statement as to the financial position of the organisation. |

Committee Support Roles

Assistant Treasurer

| Responsibilities | How to implement them |
|--|--|
| Provide assistance to the Treasurer as required. | <ul style="list-style-type: none"> • Undertake the tasks of Treasurer in the Treasurer's absence. |

Book Groups Coordinator

| Responsibilities | How to implement them |
|--|--|
| Co-ordinate the Book Groups and support them in various ways to ensure that they work smoothly and safely. | <ul style="list-style-type: none"> • Maintain lists of members interested in joining a Book Group. • Refer names to an appropriate existing group or, where there is sufficient interest, support the establishment of a new group. • Provide support and encouragement to all Book Groups and Book Group leaders. • Promote and assist with the running of activities related to Book Groups. • Report to the committee, through the Course Coordinator, on the progress of the groups and advise on the establishment of new groups. • Ensure Book Group leaders maintain appropriate documentation including attendance sheets. |

| Responsibilities | How to implement them |
|---|--|
| Have an appropriate linkage with the President and the Committee. | <ul style="list-style-type: none"> • Handle any complaints or issues relating to the groups, referring to the Committee for advice where required. • Liaise with the Course Coordinator on insurance or health and safety matters. |

Catering Coordinators

| Responsibilities | How to implement them |
|--|---|
| Manage catering for U3A functions as required, | <ul style="list-style-type: none"> • Arrange for advertising via Town Crier for contributions of food from members, sourcing and coordinating volunteer helpers to set up, prepare and serve, and clean up after events. • Assist with additional functions from time to time. • Liaise with Special Events Coordinator. |

Equipment Manager

| Responsibilities | How to implement them |
|--|--|
| Manage equipment held by U3A BB for the use of the organisation. | <ul style="list-style-type: none"> • Ensure equipment holdings are appropriately stored and maintained, and are made available to tutors and others authorised by the Committee. • Advise the Committee when equipment needs to be repaired or replaced. • Procure additional and replacement non IT items when requested by the Committee. • Provide users with basic training in the use of equipment and demonstrate the use of items at tutor forums if required. • Assist with setting up of equipment including audio-visual equipment at major events and functions. • Maintain documentation including, but not limited to, a detailed list of equipment held, current location, details of date of purchase and warranty information. |

Electronic Database Manager

| Responsibilities | How to implement them |
|---|---|
| Manage the electronic database system for U3A BB. | <ul style="list-style-type: none"> • Maintain a high level of knowledge of the electronic database system and of the operation of U3A BB. • Provide advice, training and support to committee, tutors and members with regard to the electronic database system. • Serve as a member of the IT Sub-committee. • Report to the Committee through the IT Coordinator. |

Membership Registrar

| Responsibilities | How to implement them |
|---|---|
| Participate in arrangements for enrolment and support of new members. | <ul style="list-style-type: none"> • Assist membership coordinator with all aspects of their role as required- |

Newsletter Editor

| Responsibilities | How to implement them |
|--|--|
| Take overall responsibility for the preparation of the newsletter each term. | <ul style="list-style-type: none"> • Prepare the timetable for preparation and publication of the newsletter, in consultation with the Communications Coordinator and Course Coordinators. • Initiate Town Crier notices seeking input for the newsletter. • Circulate drafts to the editorial team and amend the copy in response to their suggestions. • Submit final draft to printer with printing instructions. • Advise distribution team of timetable and numbers for mailing. |

Publicity Officer

| Responsibilities | How to implement them |
|---|--|
| Publicise the organisation and its activities using a range of media. | <ul style="list-style-type: none"> • Liaise with media including electronic media to ensure members of the public are aware of the organisation and its activities. |

Records Manager

| Responsibilities | How to implement them |
|--|---|
| Maintain the archives of the Association, where possible in electronic format. | <ul style="list-style-type: none"> • Ensure safe storage of hardcopy and electronic documents. |

Talks Facilitator

| Responsibilities | How to implement them |
|--|--|
| Take a leading role in preparing a program of talks for members each year with the assistance of a Talks Subcommittee or others as needed. | <ul style="list-style-type: none"> • Liaise with members and others to identify suitable topics and speakers for talks. • Liaise with President and/or Committee on suitability of topics where required. • Ensure speakers are aware of conditions of reimbursement, etc. • Organise speakers, venues and suitable publicity. • Enlist assistance with setting up the venue and necessary equipment, collecting payments and providing refreshments. • Liaise with the Treasurer on receipts and disbursements. • Maintain appropriate records, including attendance records. • Liaise with the Course Coordinator on insurance or health and safety matters. |

Town Crier

| Responsibilities | How to implement them |
|--|--|
| Receive and distribute different types of information to the Membership. | <ul style="list-style-type: none"> • Use the electronic communications system to distribute information, in accordance with committee policy, to members who have provided an email address. • Provide members with information related to U3A BB, to inform them when the newsletter is published each term (usually by sending a link to the newsletter on the U3A website) and advise them of upcoming events or changes to advertised programs. • Publicise events or activities of other organisations which are considered to be of interest to our members. • Liaise with members and non-members seeking to have information distributed. • Refer questions of suitability to the Communications Coordinator. |

Wine Appreciation Groups (WAGs) Coordinator

| Responsibilities | How to implement them |
|--|---|
| Co-ordinate the Wine Appreciation Groups (WAGs) and support them in various ways to ensure that they work smoothly and safely. | <ul style="list-style-type: none"> • Liaise with members interested in joining a WAG. • Refer names of interested members to an appropriate existing group or, where there is sufficient interest, supports the establishment of a new group. • Provide support and encouragement to all WAGs. • Promote and assist with the running of joint WAG activities. |
| Have an appropriate linkage with the President and the Committee. | <ul style="list-style-type: none"> • Report to the Committee, through the Course Coordinator, on the progress of the WAGs and advise of the establishment of new groups. • Ensure WAG leaders maintain appropriate documentation including attendance sheets. • Handle any complaints or issues relating to the groups, referring to the Committee for advice where required. • Liaise with the Course Coordinator on insurance or health and safety matters. |

Webmaster

| Responsibilities | How to implement them |
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| Review the U3A website to ensure its content is relevant and up to date and that it continues to function as required. | <ul style="list-style-type: none"> • Oversee the maintenance and updating of the U3A BB website. • Serve as a member of the IT Sub-committee. • Report to the Committee through the IT Coordinator. |