



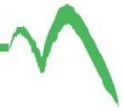
THE UNIVERSITY OF THE THIRD AGE

AthertonTablelands

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Policies and Procedures Manual

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AIMS OF THE ORGANISATION

The University of the Third Age, Atherton Tablelands (U3AAT) aims to:

- Provide a service to community members who wish to continue to learn and broaden their horizons
- Enhance peoples' health and wellbeing by delivering activities of interest
- Offer an avenue for social interaction
- Enable Members to share their expertise and interests.

ORGANISATIONAL STRUCTURE

- U3AAT comprises a Management Committee, a Program sub-Committee, other sub-committees as necessary, Presenters and Members.
- All personnel are volunteers.
- U3AAT is an incorporated body with its own constitution, based on the concept which originated in France and has now spread worldwide.
- U3AAT is a member of the Queensland Network of U3As.

ROLES OF MANAGEMENT COMMITTEE MEMBERS

It is the responsibility of the Management Committee to oversee the direction, policies and administration of U3AAT.

The Management Committee comprises the positions of **President**, Vice President/s, General Secretary, Minute Secretary, Treasurer, Membership Secretary, Newsletter Editor, Promotion Coordinator, Program Coordinator, Webmaster, Policy and Planning Officer, Social Secretary and General Committee Members.

President

The President oversees the operation of the organisation and ensures that all members have the chance to play an active part in the Committee.

The President's responsibilities include:

- Providing leadership
- Taking overall care of the welfare of the organisation
- Ensuring that all statutory regulations and the organisation's own rules are observed
- Staying in touch with what is happening at the service on a day-to-day basis in order to know what to put on the agenda for the next meeting, and in order to follow up on things that were agreed to at the last meeting
- Convening and chairing meetings in accordance with U3A's Constitution
- Compiling agendas for meetings, in conjunction with the Secretary
- Allowing for all members to be heard during meetings
- Summarising during the meeting, so that members have a clear understanding of decisions made and tasks to be performed
- Closing meetings after business has been properly conducted
- Being a signatory on cheque accounts
- Ensuring that other office bearers are completing their tasks
- Representing the committee at external events and meetings

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Vice President

In the situation that the President is unable to carry out their duties, the vice-president administers the organisation in their absence. In addition, when new members are elected or co-opted to the Management Committee, it is important that they are given a familiarisation, so that they know how the organisation works and what is expected of them.

The Vice-President's responsibilities include:

- Overseeing the organisation and chairing meetings in the absence of the President
- Providing induction material and information to new Management Committee members, including:
 - Description of the organisation (website, brochure, course program)
 - Constitution
 - Policies and Procedures Manual
 - Strategic Plan
 - Minutes of the previous meeting
 - Current sub-committees

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General Secretary

The General Secretary is the key administration officer of the organisation. The smooth running of the organisation depends on the efficiency with which the Secretary handles the records, correspondence and other communications.

The Secretary's responsibilities include:

- Maintaining the records, including all legal documents such as Constitution, insurance, user agreements etc, as well as plans and policy documents
- Ensuring maintenance of the register of members of the organisation, as prepared by the membership secretary
- Calling meetings of the association, giving required notice for meetings and preparing business to be conducted at the meeting in consultation with the President
- Ensuring that correspondence in and out is kept up to date; is available for inspection and presented at Management Committee meetings
- Communicating regularly with the President to ensure they are informed of any relevant matters arising from correspondence, agenda items and action required
- Being a signatory on cheque accounts

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Minute Secretary

The Minute Secretary ensures that a written record of decisions and actions are maintained in an orderly fashion, in adherence to the Constitution.

The Minute Secretary's responsibilities include:

- Recording minutes of all meetings, cross checking for accuracy with Chairperson and distributing minutes and action plans promptly.
- Maintaining and keeping an up-to-date folio of past minutes, on a yearly basis.

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Treasurer

The Treasurer oversees the financial administration of the organisation and ensures that the financial affairs are conducted correctly and efficiently.

The Treasurer's responsibilities include:

- Planning the budget in conjunction with the Management Committee
- Presenting a monthly written statement of Income and Expenditure to the Management Committee
- Proposing recommendations regarding expenditure of finances
- Preparing the financial records for the annual audit
- Ensuring that all monies are banked in a timely manner
- Ensuring all appropriate insurance policies are current and are reviewed annually
- Paying accounts
- Keeping records of all receipts and payments
- Working in conjunction with the Membership Secretary
- Ensuring that all financial records are maintained and stored in a secure location
- Training nominated Committee members in use of Database
- If any of the above responsibilities are delegated to another person, the responsibility remains with the Treasurer to ensure that all tasks have been completed according to organisational policies and procedures
- Being a signatory on cheque accounts.

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Membership Secretary

The Membership Secretary, working in conjunction with the Treasurer, oversees and maintains a list of current members, acknowledges membership and records financial status.

The Membership Secretary's responsibilities include:

- Receiving fees and acknowledging membership applications as they occur.
- Maintaining a register of all members and their card numbers.
- Sending a receipt and membership cards to all members annually. Where the enrolment is a renewal, the old member number may be retained, but a new card is issued for the current year
- Providing a list of course preferences to the Program Coordinator on a regular basis.
- Reporting membership numbers at each Management Committee meeting
- Being a signatory on cheque accounts

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Program Co-ordinator

The Program Co-ordinator oversees the program development and circulation each semester. The role includes communication with Presenters, members and course participants.

The Program Coordinator's responsibilities include:

- Convening regular Program sub-committee meetings
- Producing, with the assistance of the members of the Program sub-committee, a regular calendar of courses, lectures and events which includes, but is not limited to, the following items:
 - course topics and descriptions
 - names and credentials of course presenters
 - venues, start and finish dates and times of presentations
 - participant costs involved (if any)
- Liaising with presenters to determine the nature of a course/session
- Maintaining calendars of events and courses on website
- Providing information on courses and timetables to Newsletter Editor, for those not accessing a computer
- Receiving and processing course registrations
- Issuing Participants' Registration Forms to Presenters
- Organising Presenters' Reward presentations for courses/presentations
- Disseminating and collecting evaluation forms, then feeding information back to Presenters.
- Maintaining data of courses and attendees
- Reporting to monthly Management Committee meetings

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Promotion Co-ordinator

The Promotion Coordinator ensures that information about U3AAT courses and events is disseminated throughout the Tablelands. This requires skills in communication – written, verbal, social media and promotion – and computer literacy.

The Promotion Coordinator's responsibilities include:

- Convening regular Promotion sub-committee meetings
- With the assistance of the members of the Program sub-committee, receiving, seeking and selecting information about U3A events and programs for dissemination to the media and the public in general
- Producing publicity and promotional documents to do with U3AAT events and programs (brochures, handbills, Certificates of Appreciation, medial articles etc.) and disseminating them in the community on behalf of the organisation
- Liaising with the Webmaster, Program Coordinator, Newsletter Editor and Social Media Coordinator
- Persuading the public, prospective participants and other stakeholders to maintain a positive view of U3A and its activities
- Articulating U3A's objectives and official views on issues of relevance
- Working with the press and supplying written content for news and feature articles
- Arranging media interviews with appropriate spokespeople and presenters
- Speaking at community events and to organisations to promote U3A's aims and activities
- Accumulation and maintenance of a list of media contacts.

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Newsletter Editor

The main function of the newsletter is to keep members informed of events, courses and lectures provided by U3AAT. It also functions as a means of communication between members and as a means of maintaining a cohesive group.

The Newsletter Editor's responsibilities include:

- Receiving, seeking and selecting information for dissemination to members and others via the newsletter. Such information may be gleaned from a number of sources, including courses, meetings of the Management Committee and news organs of other U3As such as the U3A Qld Network, U3A Cairns, U3A Townsville and U3A Online.
- Checking the content of the newsletter with the President (or delegated member of the Management Committee) prior to circulation
- Producing the U3AAT Inc. newsletter on a regular basis and disseminating it to members and other community organisations, electronically or by mail.

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Webmaster

The Webmaster manages U3A's website, utilising electronic knowledge and creative skills.

The Webmaster's responsibilities include:

- Creating and enhancing the website
- Ensuring accuracy of website content in conjunction with the Program Coordinator
- Keeping the website secure and updated
- Liaising with the network Administrator
- Liaising with the Promotion Coordinator and Newsletter Editor.

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Policy and Planning Officer

The Policy and Planning Officer coordinates the development and recording of policies agreed on by the Management Committee and review of organisational planning

The Policy and Planning Officer's responsibilities include:

- Convening meetings when required of the Policy and Planning sub-committee
- Reporting outcomes to the Management Committee, seeking ratification when necessary
- With the assistance of the Policy and Planning sub-committee undertaking an annual review of progress in the Strategic Plan
- Every 5 years organising a Strategic Planning Workshop, inviting members, presenters and other stakeholders to participate in the process of developing a new plan for the next 5 years.

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Social Secretary

The Social Secretary contributes to the cohesion and well-being of the general and committee membership, by arranging shared gatherings and activities.

The Social Secretary's responsibilities include:

- Organising social get-togethers and outings
- Maintaining refreshment supplies in U3A kitchen.

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General Committee Members

There may be more members of the Management Committee than specific roles. These General Members fulfil an important function in assisting where and when needed.

General Committee Members' responsibilities include:

- Regular meeting attendance
- Volunteering for work on sub-committees
- Helping out with tasks, events and activities

MEMBERSHIP

- Membership of U3AAT is for everyone, of any age, and no educational or other qualification is required.
- A Membership Application Form is available on the U3AAT brochure and website - <http://athtablends@u3anet.org.au> - and bank details are included for payment of membership fee.
- Each member is issued annually with a membership number and card.
- A Member may attend as many classes as they desire for a modest annual fee, payable with a completed membership application form in January of each year.
- Members are required to register/enrol with the Program Coordinator, for each class/course they wish to attend, prior to the first session. In this way, they can be notified if any time or date changes occur.
- Members are required to wear the U3AAT lanyard, to which is attached their membership details and name, to each class they attend, so that the Presenter can be assured of their membership.
- However, in order for potential Members to test out the suitability of U3AAT courses, they may attend one session, at no cost.
- Members share reciprocal rights, by prior arrangement, to attend courses run by other U3A's in Queensland.

COURSE PRESENTERS

- A Presenters' Kit is available on the website. This kit comprises:
 - Course Presenters' Guidelines
 - Presenters' Registration Form, which describes their course, preferred dates of presentation and resources required.
 - Course Participants' Register, which will be issued by the Program Coordinator at the beginning of the course. This Register must be signed by all attending each session of the course, in order for members to be covered by U3AAT insurance. The Presenter of each course is responsible for the Participants' Register and must return it to the Program Coordinator at completion of the course
 - Course Feedback Form
 - Accident/Incident Report Form.

- Presenters are not required to be members of U3AAT.

REWARDING PRESENTERS

- As volunteer presenters are the backbone of U3AAT activities, the Management Committee is committed to awarding them a token of appreciation for their time, skill and effort.
- An Item of Appreciation is presented to all activity leaders at the completion of their talks.
- Where possible, the presentation will be conducted by a member of the Management Committee who is attending the activity. The Program Coordinator will arrange this presentation prior to the final session.
- Those Presenters whose courses are on-going will receive their Item of Appreciation at the end of the second semester each year.

SEMESTER PROGRAMS

- U3AAT programs follow the semester format – two each calendar year.
- U3AAT does not compete with other community groups and organisations which offer courses suitable for U3AAT members.
- Each semester a program is developed by the Program sub-Committee.
- These programs and enrolments are available on the website.
- Registration for courses is to be completed on the website or by contacting the Program Coordinator if access to the internet is not available. In this case, course information will be posted to prospective participants.
- Other course promotion is arranged as appropriate by the Program sub-Committee

ONLINE COURSES

- Those wishing to enrol in U3A online courses are required to pay a fee for U3A online membership, which will entitle them to do as many online courses as they wish.
- U3AAT itself can run online courses in-house, if a willing Presenter for a selected course/s is available. U3AAT then pays the site licence fee and has access to the related course material and resources.

INSURANCE COVER

- All U3AAT financial members are covered by the public liability insurance held by the organisation, when participating in any U3AAT activities, wherever the venue.
- However, members are not covered by U3AAT insurance when participating in non-U3AAT activities, i.e. our public liability/accident insurance does not extend to third parties.
- Participants in every U3AAT course must sign a Participants' Register at every session to ensure they are covered by insurance at that time.