

**Southlakes U3A Incorporated
Information for Intending Nominees
Role of Office Bearers 2022**

President

- Facilitates the direction and vision for strategic growth, and quality improvement
- Inducts new Management Committee members to ensure they understand the direction, control and accountability of the Association
- Chairs Management Committee Meetings to enable effective governance as outlined in Southlakes U3A Constitution, Association Act 2009 and Australian Charities and Not-for-profits Commission (ACNC) standards
- Chairs the Policy Writing Team
- Presides at the AGM and General Meetings
- Manages the arbitration process in any disputes between members and the committee

Vice President

- Assumes responsibility for all the President's duties and responsibilities, in the absence of the President
- Chairs the Promotion and Publicity Subcommittee to:
 - Manage promotion of and recruitment into SLU3A
 - Ensure consistency of the internal and external U3A message
- Maintain the SLU3A Strategic Plan
- Leads other specific project teams the committee may create

Secretary

- Keeps minutes (in written or electronic form) of:
 - all appointments of Office-Bearers and members of the Committee,
 - the names of members of the Committee present at a Committee Meeting or a General Meeting,
 - all proceedings at Committee Meetings and General Meetings.
- Maintains the Members and Committee Registers referred to in Clauses 9 and 17 of the Constitution
- Ensures the minutes of proceedings meeting are signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting. The signature may be electronic
- Prepares documentation for Management Committee Meetings and General Meetings in consultation with the President.

Treasurer

- Is an executive member of the committee
- Collects and receives all money due to the Association and ensures all payments are authorised by the Association
- Keeps correct books and accounts showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.
- Presents at each Committee for ratification, a statement of all accounts paid since the date of the last meeting and shall make interim financial reports to the Committee as necessary.
- Ensures all insurance policies determined by the Committee to be required by the Association are current and all necessary premiums have been paid.
- Prepares and presents to the Committee, an annual statement of the Association's accounts in accordance with Clause 65 b) of the Constitution. Also presents this to members at the AGM
- Prepares a budget in consultation with the Program Coordinator and Promotions Officer
- Completes online ATO BAS statements on a quarterly basis and completes ACNC annual return prior to June 30th each year.

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Roles of Ordinary Committee Members 2022**

Program Coordinator

- Chairs the Program Coordinator Team that includes the Venues, Course Clerk and Enrolment Officers to complete the tasks outlined in their Terms of Reference
- Updates all documents required by Leaders and Course Clerks
- Provides a report at the Management Committee Meetings
- Consults with the Treasurer on budget and resource issues
- Consults with the Promotions Officer to decide term and holiday dates

Promotions Officer

- Assuming the Chair of the Promotion and Publicity Subcommittee in the absence of the Vice President
- Managing SLU3A’s information stands as part of the enrolment program
- Working with the Members Gathering Team to optimise the promotional aspects of Members Gatherings
- Managing SLU3A participation in other community events
- Managing SLU3A speaker engagements

IT Officer/Web Master

- Load approved data and photos onto the Web and ensure the information is accurate and up to date.
- Maintains the security of the database
- Liaises with the Secretary, Program Coordinator and Promotions Officer for e-mailouts
- Assists Committee Members in using software (e.g. the database).
- Maintain hardware and software owned by Southlakes U3A
- Maintains the Asset Register
- Member of the IT Sub committee

2022 Committee Structure

