

U3A Committee Tasks: 2023 - 2024

President	Vice-Presidents (2 positions)	Secretary	Treasurer
Liaison public Liaison Viet Vets, MBRC, Other bodies Chair committee Chair sub-groups Annual report Requests (major) Oversee Newsletter (joint) Complaints Spokesperson (joint) Emergency contact (joint) Hols cover office/phone (joint) Future prog/planning Support m'ship database	Support/cover for committee Enrolment day organisation Notice boards/Prog. Publicity (joint) Holiday cover (joint) Oversee refreshment & household supplies system Oversee Newsletter (joint) Organise Insight programme Additional support: Prog. Team Security cards Emergency contact (joint) Health and Safety Emergency evacuation procedures Primary responsibility for membership: updating database	Mail: incoming/outgoing PO Box Minutes/agenda prep. for committee meetings AGM organisation includes: nomination process / prep papers / meeting / ann. report Supplies for admin/classrooms Updating info (joint) Oversee archives (joint) Maintain current records Amend contact lists after AGM (bank, PO, U3A Qld, suppliers, charities)	Monitor cheque & savings accounts Bank reconciliation Annual & monthly returns Liaise with Auditor Liaise with ATO Group certificate, Workcover GST payments & claims BAS returns Maintain financial records Asset register Returns: Office of Fair Trading, Aust Charities & Not-for-Profit Commission Management of EFTPOS system Insurance Liaise with/assist Assistant Treasurer
Prog. Coordinator Team (3 positions)		Facilities Coordinator	Publicity Coordinator
Organising the Term Programme <ul style="list-style-type: none"> - Negotiating with tutors - Allocating classes to rooms, considering class numbers and needs of tutors - Publishing term timetable - Reviewing course outlines - Publicity of enrolment dates and term information via noticeboards, newsletter, Ppt slides, emails - Organising enrolment days in consultation with VP - Collection of course fees, daily balancing of receipts - Preparation of class lists - Preparation of rolls with the assistance of receptionist - Managing Hall and outside venue bookings Ongoing Administration Tasks <ul style="list-style-type: none"> - Joint planning of future programmes - Maintaining email list of members and tutors - Managing course enquiries - Liaising with receptionists - Course roll updates based on withdrawal or transfer requests from members - Solving any issues tutors may have - Maintaining wait-lists and filling class vacancies - Coordinating publicity with Publicity Co-ordinator - Monthly report to Management Committee 		Periodic check rooms/equipment. Organise replacement/repair Oversee daily furniture/equip requirements with Reception team Library additions and maintenance AGM organisation includes asset register update (joint) Liaise with Functions coordinator for additional events. Inventories	Newspapers/articles/photos/adverts/displays Other publications Webpage (joint) Additional social programmes Liaison with other U3As Spokesperson (joint) Updating info: (joint) Newsletter/timetable distribution Oversee other U3A newsletters Qld U3A Network Liaison
		Reception Coordinator	
		Reception roster - reception team support/training Communication between: receptionists/committee/tutors/members Liaison between phone/message/whiteboard systems Telephone system	
		Functions / Bookings Coordinator	Technical Support Coordinator
		Coordinate events/refreshments for: Recurring: tutors/receptionists/others Major events: AGM / end of term / special	Manage in-house TV & computer lab systems (hardware & software) Manage internet and phone system Manage other technical equipment e.g. hall sound system/cd, dvd players and projectors Manage Access database Support tutors and staff in use of equipment Advise committee on long term technical and communication options