



## Committee Duties

<p><b><u>President:</u></b></p>	<p>Chairs all committee and social meetings. Represents BM U3A at functions where it is involved. (May appoint a delegate) The President or a nominated committee member is automatically included in any sub-committee structure. Signatory to the bank account.</p>
<p><b><u>Vice President:</u></b></p>	<p>Assists the President in all areas and represents BM U3A when the President is unable to attend. Signatory to the bank account.</p>
<p><b><u>Secretary:</u></b></p> <p><i>Note: Some Secretary jobs can be delegated!</i></p>	<p>Automatically takes the legal position of Public Officer. Prepares and circulates the Agenda and records the minutes of all committee meetings and general meetings. Attends to correspondence directed to the registered Post Office Box 1074. Attends to emails directed to <a href="mailto:secretary@u3abacchus.org.au">secretary@u3abacchus.org.au</a> or <a href="mailto:info@u3abacchus.org.au">info@u3abacchus.org.au</a> Maintains Archival Files: Adds monthly Minutes + Treasurer Report to the <i>Minutes</i> folder Adds a copy of each letter to the <i>Newsletters</i> folder Holds the key to PO Box 1074. (<i>Reserve key with another Executive member</i>) Holds the BM U3A Mobile Phone ☎ 0407 929 312 (can arrange for calls to be diverted to their own phone) Holds the BM U3A computer OR it can be held by whoever needs it (Treasurer in 2013) Signatory to the bank account.</p>
<p><b><u>Treasurer:</u></b></p>	<p>Responsible for the bank account, collecting, accounting and receipting all monies for annual subscriptions and special events. Manages all finances of BM U3A, keeping accurate records. Prepares a monthly report for the committee meeting and the annual report for the AGM. Attends to the audit procedures in preparation for the AGM. Signatory to the bank account. (<i>4 Executive signatories to the bank a/c. Any 2 of 4 to sign</i>) 2012 - 2013 holds the BM U3A computer</p>
<p><b><u>Newsletter Editor:</u></b></p>	<p>Receives, selects (on advice from the committee) and collates information and articles for the newsletter each month except January. A '<b>Major</b>' <b>Newsletter</b> is sent at the beginning of each term to members, supporters &amp; sponsors. It includes the list of sponsors, a boxed statement 'What Is Bacchus Marsh U3A?', a boxed statement about U3A Online and a list of current committee members with their phone numbers. It also has the sessions (and their blurbs) for that Term attached. A <b>One-Page Update</b> is sent, just to members, first week of the in-between months. Newsletters are sent by email where possible or by post. A copy without private phone numbers goes onto the BM U3A website.</p>
<p><b><u>Website Manager:</u></b></p> <p><a href="http://www.u3abacchus.org.au">www.u3abacchus.org.au</a></p>	<p>Maintains the website to provide both current and on-going information to BM U3A members and the general public as directed by the president. Adds the newsletter editions for those who wish to download it. Arranges for Committee members to have access to the BM U3A Committee Documents page. Reallocates BM U3A email addresses each year for any new committee appointments: President (<a href="mailto:president@u3abacchus.org.au">president@u3abacchus.org.au</a>) Secretary (<a href="mailto:info@u3abacchus.org.au">info@u3abacchus.org.au</a> and/or <a href="mailto:secretary@u3abacchus.org.au">secretary@u3abacchus.org.au</a>) Treasurer (<a href="mailto:treasurer@u3abacchus.org.au">treasurer@u3abacchus.org.au</a>) Website Manager (<a href="mailto:webman@u3abacchus.org.au">webman@u3abacchus.org.au</a>) and others if desired.</p>
<p><b><u>Membership Secretary:</u></b></p>	<p>Manages all aspects relating to BM U3A membership. Maintains a spreadsheet or data base of information including a column for the newsletter to be e-mailed/posted each month. This spreadsheet is circulated to committee members only. Maintains a spreadsheet or data base of information for sponsors and interested persons.</p>
<p><b><u>Archivist/Historian:</u></b> (yet to be appointed)</p>	<p>Some early photos and archival material is currently scattered around the original committee members.</p>

<p><b>Printing Jobs</b> <i>undertaken on a voluntary basis</i></p>	<p>Newsletters – print &amp; collate the few to be posted + envelopes</p> <p>Sessions – timetable each term + blurbs</p> <p>Welcome packs</p> <p>Pack for Session Leaders at start of each term including: Roll x 2 class list with emergency contacts Emergency Protocol sheets overview sheet</p>	<p>Trifold brochure (on light card or heavy paper) ask Catherine King's office</p> <p>Agendae, Minutes, Treasurer Reports for the AGM, and as needed for committee meetings</p> <p>Occasional printing / photocopying material for Session Leaders</p>
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