

Management Committee

Office Bearers

The President shall be responsible for the following:

- 3.13.1 Chairing meetings of the management committee and members
- 3.13.2 Ensuring the overall running of the association is in accordance with this constitution, by-laws and objectives of the association
- 3.13.3 Act accordingly to ensure that the appropriate tasks are performed in the correct manner by the officers of the association
- 3.13.4 Maintain a general overview of the operations of the association with a view to ensuring an efficient and harmonious operation
- 3.13.5 Ensuring that members are kept informed of all aspects of the association's business
- 3.13.6 Promote the image and day to day activities of the association when the opportunity arises.

The Vice President shall be responsible for the following:

- 3.14.1 Carry out the duties of the President in that person's absence
- 3.14.2 Attend to official matters as requested by the President
- 3.14.3 Act as the President's assistant in official matters
- 3.14.4 Act as public relations officer and in that capacity be responsible for promoting the image and activities of the association at all appropriate opportunities
- 3.14.5 Act as official spokesperson and in that capacity be aware of and voice the official policies and views of the Committee and bring such matters to the Committee's attention when an official policy is likely to be required.

The Secretary shall be responsible for the following:

- 3.15.1 Act as the Public Officer unless another person (the Treasurer) is elected to that position
- 3.15.2 Maintain up to date records of
 - (a) The names and addresses of Management Committee members, dates of election or appointment and official position on the Management Committee
 - (b) The attendance names at management committee and general meeting
- 3.15.3 Be responsible for all official communications for the association
- 3.15.4 Maintain accurate records of incoming and outgoing mail
- 3.15.5 Organise all meeting of the association and notify the correct persons to attend
- 3.15.6 Make up and distribute appropriate agenda for each meeting, ensuring that unresolved and held over matters from previous meetings are raised
- 3.15.7 Be responsible for taking and distribution of minutes of all meetings and that a compendium of management committee decisions is maintained. Ensure that minute books are available for inspection by members at any reasonable time.
- 3.15.8 Be responsible for organising an appropriate substitute if unable to carry out any duties
- 3.15.9 Be responsible for maintaining the association records and the appropriate storage of files and that such files are passed on to the following Secretary.
- 3.15.10 Be responsible to notify official bodies, banks and institutions of changes of address, officers or signatories of the association.

- 3.15.11 Be responsible to the President for ensuring that the wishes of the Management Committee and motions carried by the general meeting are actioned.
- 3.15.12 Keep contact with all segments of the organisation and its committees
- 3.15.13 Any of these responsibilities may be delegated to another member of the management committee as appropriate

The Treasurer shall be responsible for the following:

- 3.16.1 All monies due to the association are collected and received and that all payments authorised by the committee are made
- 3.16.2 Correct books and accounts are kept showing the financial affairs of the association including full details of all receipts and expenditure connected with the activities of the association and that all records are passed on to the following Treasurer
- 3.16.3 All books of account shall always be open to inspection by financial members by prior arrangement
- 3.16.4 Profit and loss accounts, balance sheets and reports are prepared for presentation to each committee and general meeting
- 3.16.5 Maintain up to date records of names and addresses of members, dates of joining and ending membership
- 3.16.6 All books of account and periodical reports are presented for audit not less than once a year. The auditor of accounts is to be appointed at each annual general meeting
- 3.16.7 To be aware at all times of the association's financial position, income, expenditures and distribution of finances
- 3.16.8 To be aware of future expenditures and income and inform the Committee of these if and when required
- 3.16.9 If so directed by the Committee make up and keep up to date budgets approved by the committee and ensure the financial affairs of the association are conducted according to those budgets
- 3.16.10 The Treasurer must ensure that all monies received by the association is paid into an account in the association's name. Payments must be made through a petty cash system or by cheque signed by two signatories authorised by the committee. Major or unusual expenditures must be authorised in advance by the Committee of a general meeting
- 3.16.11 The Treasurer will be responsible for the correct operation of the petty cash system.

Management Committee members – 5 positions

The five Management Committee members' responsibilities include the following;

- Program Coordination – collation of courses and creation of program, liaison with presenters, creation of course rolls
- Webmaster – maintaining the Tamworth Regional U3A web page
- Facebook – maintaining Tamworth Regional U3A Facebook account (under review)
- Membership – Application forms, name tags, database
- Newsletter preparation and distribution
- Catering for meetings
- Venue bookings
- Attendance sheets for talks and meetings