



ROLE DESCRIPTIONS

U3A Network NSW Inc.

COMMITTEE OF MANAGEMENT

The role of the Committee of Management is to control and manage the affairs of the Network, in accordance with the provisions of the Network Constitution.

PRESIDENT

The role of the President is to:

- Chair official meetings (AGM, Special meetings and meetings of the Committee of Management) of the Network and ensure that they operate within the provisions of the Constitution.
- Liaise with other members of the Committee of Management between regular meetings on matters requiring their attention or input.
- With the Secretary, set up convenient times and venues (or electronic modes) and the agenda for Committee meetings.
- Be the public face of the Network, to speak on its behalf taking into account the advice of the Committee of Management.
- Represent the Network at events or other organisations and/or arrange for a member of the Committee of Management to accompany him/her or to attend on his/her behalf.
- Liaise with the broader U3A community, including NSW U3A Network members, and other Australian and international U3A entities.

VICE PRESIDENT

The role of the Vice-President is to:

- Deputise for the President as necessary.
- Co-ordinate the Committee of Management's forward planning.
- Undertake such other roles or activities as the Committee may authorise from time to time.

SECRETARY

[see also Clauses 7.1, 7.2 and 7.3 of the Constitution]

The role of the Secretary is to:

- Record the minutes of official meetings of the Network.
- Handle correspondence and maintain correspondence files.
- Circulate draft minutes of official meetings to Committee of Management members as soon as practicable after meetings.
- At least 14 days before a meeting, in consultation with the President, prepare and circulate an agenda including any background papers and Notices of Motion put forward by Committee members or member U3As.
- Maintain the registers of Committee of Management members, Network members and the Network archives.
- Liaise with the web administrator regarding information for inclusion on the web-site.
- Act as the representative of the Network to U3A Online.

U3A Network NSW Inc. ROLE DESCRIPTIONS - COMMITTEE OF MANAGEMENT

TREASURER

The role of the Treasurer is to:

- Maintain the Network books of account
- Ensure that all moneys due to the Network are collected and banked
- Ensure that all payments due and payable by the Network are paid
- Prepare and submit the Annual Financial Report for the AGM
- Prepare and submit an Annual Budget to the Committee of Management
- Prepare and submit Interim financial statements to each meeting of the Committee of Management.

REGIONAL REPRESENTATIVE COMMITTEE MEMBERS

The Member U3As of the Network are allocated into regions for administrative purposes, providing a direct link to the Network committee through their Regional Representative. The Regional Representative is not a co-ordinator, but facilitates communication and consultation about U3A Member concerns.

The role of a **Regional Representative** is to:

- Serve as an independent member of the Management Committee and contribute to delegated tasks of Network administration as needed.
- Be a conduit between the Committee and the member U3As in their region providing information and raising issues of concern.
- Provide advice and assistance on U3A matters to groups in the region, upon request, or to guide them to where they might obtain more precise information. The Network has produced guidance on matters as to Corporate governance and the role of committee members and office bearers of U3As Constitution. For example Insurance, Copyright., these topics, and more, may be found on Network's website.
- Assist new groups in the region to become established.

The Regional Representative should subscribe and foster, the aims and objectives of the Network (as outlined in the Network Constitution), and:

- be approachable and become a name and a face that U3A Members in the Region can recognise.
- to meet with the U3As within their Region at least annually, where practical. This can be arranged collectively or individually. Regional Forums may be convened as physical meetings, or by Zoom or otherwise as circumstances dictate.

Regional Representatives are reimbursed for expenses incurred in the performance of their role, as fixed by the Committee from time to time.

U3A Network NSW Inc. ROLE DESCRIPTIONS - COMMITTEE OF MANAGEMENT

About the Network's Regions

Regions are areas containing approximately the same number of U3As within its border allocated for the purpose of providing a system of representation on the Network Committee. The Regional Representative is encouraged to become a name and a face that U3A members in the region can recognise, and be seen to be approachable. As a starting point, on election or appointment, he/she should contact the U3As in the region to introduce him/herself and invite U3As to contact him/her if they require any information or assistance.

The [regions as currently designated](#):

- Central Coast / Hunter
- Central & Far West
- Far North Coast
- Mid-North Coast
- Monaro/South East
- Murrumbidgee/Murray
- New England and North West
- South Coast
- Sydney Metropolitan

Member U3As are autonomous entities and Regional Representatives are not coordinators or overseers of U3As within their region.

Most established and large U3As are fairly self-sufficient, but smaller and more isolated U3As are more likely to need support from the Network and the Regional Representative can ensure that those U3As which do need support are assisted as far as possible. However, office bearers in all groups change and new committees may wish to consult from time to time.

Regional Representatives are not required or expected to call meetings of the U3As in their region, or to attend U3A AGMs, unless invited to do so. Where physical visits are not practicable, contact can be by telephone, email or other available technology, such as Zoom or Google Meet.

Where possible, provide regular feedback regarding Network Committee meetings and seek input prior and report back post the meeting.

Work with other Region Representatives to identify and improve common region related issues.

It is acknowledged that each Region Representative is an individual with their own unique set of skills and experience and will undertake the role in their own style.