



## **VOLUNTEER YOUR SERVICES INTEREST and SKILLS November 2020**

**Like all volunteer organisations Network needs volunteers with particular skills. With the U3A membership throughout NSW 33,000 committed U3A members this is a call for help to assist in continuing and improving the service Network provides.**

Ref: [https://nsw.u3anet.org.au/committee\\_vacancies/](https://nsw.u3anet.org.au/committee_vacancies/)

### **Network Committee Positions**

#### **1. Secretary**

The role of Secretary is a busy position requiring regular and timely attendance. Ideally the position requires past experience as a secretary with a strong administration background. A good understanding of the statutory and regulatory requirements of Associated Incorporations and committee governance.

Specific functions include:

- In consultation with the President, to ensure the proper functioning of the committee in its meetings providing timely agendas and reports and minute of their deliberations
- To act as a member of the Executive Committee.

To provide to the committee guidance on statutory, constitution and reference to past historical Network decisions, authorised procedures, and published guides. Please contact [u3answ.sec@gmail.com](mailto:u3answ.sec@gmail.com) with brief details and supply a contact phone number so we can discuss more details.

#### **2. Treasurer.**

The role of the Treasurer of the Network is to,

- Manage and record the Network's financial dealings and provide in a timely way
  - Financial reporting to the Network Committee for their regular meetings
  - Prepare an Annual Budget and monitor performance.
  - Annually, or as called on to do, Financial Statement, comprising of Income and Expenditure Statements and Balance Sheet.
- Manage the Insurance portfolio, this may be with the assistance of a volunteer
- Liaise with the various Copyright Agencies.

Ideally the applicant will have a previous accounting background knowledge of accounting software, e.g. MYOB and have spreadsheet skills.

Please contact [u3answ.sec@gmail.com](mailto:u3answ.sec@gmail.com) with brief details and supply a contact phone number so we can discuss more about the role.

### **3. Regional Representatives**

Vacancies exist for Regional Representatives in (1) the Mid North Coast Region and (2) the Central & Far West Region. It is hoped that individual U3As in those regions will submit candidates for a Regional selection process developed by Network. That process may be accessed by the link at the top of this document.

Please contact [u3answ.president@gmail.com](mailto:u3answ.president@gmail.com) with brief contacts details and supply a contact phone number so we can discuss more about the roles.

## **Independent of Network Committee**

### **1. Financial Reviewer.**

This is a new role with Network. The role is to provide members with an independent review of the Annual Financial Statements.

There is no requirement under the appropriate legislation for Network to appoint an auditor. Nevertheless, Network Committee as a matter of prudence and good governance has determined that the Annual Financial Statements be subject to review. It is not a formal audit.

The reviewer will be asked to conduct a review to enable an opinion to be stated that the Financial Statements reflects the financial position of Network and the financial performance over the 12 months.

Please contact [u3answ.sec@gmail.com](mailto:u3answ.sec@gmail.com) with brief details and supply a contact phone number so we can discuss more about the role.

## **Under Delegation from the Committee**

### **1. Communications/Publications Coordinator**

This is a role for someone with previous communications, publicity, or marketing experience.

Network communicates with its members in a variety of manners which includes a quarterly Newslink.

The role is to coordinate Network information to members ensuring the quality of the message to members and in a more relevant manner.

A need also exists to promote U3A to Governments over the three tiers, organisations, and the broader community. Redressing the existing U3A demographics is seen as a priority towards U3As vitality, relevance, and future.

There will be a need to research U3A activity to benefit this role.

Please contact [u3answ.vp@gmail.com](mailto:u3answ.vp@gmail.com) with brief details and supply a contact phone number so we can discuss more about the role.

## 2. U3A NSW Web-Administrator

- **Maintain** 'head office' website, develop content as required by the Executive. Proactively ensure that the website stays on message and provides the U3A message to the Network's membership and the wider community.
- **Skills:** Ability to effectively use the WordPress CMS to set-up and deliver web-content. Previous experience with WordPress or similar systems.
- **Liaison:** As necessary with the Multisite Mentor/Support officer and the Networks Web Hosting Contractor

Please contact [u3answ.website@gmail.com](mailto:u3answ.website@gmail.com) with brief details of knowledge and experience together with a contact phone number so we can discuss more about the role.

## 3. Multisite Mentor/Support (40 sites)

- Provide training and first line advice on site layout and content for U3A Multisite Web-Admins as needed. Interface between U3A Member(s) and Webhive on system maintenance related matters (e.g. service unreliability or failure). Content related assistance may also be provided, when appropriate, to Independent site holders.
- **Skills:** Ability to effectively use the WordPress CMS to set-up and deliver web-content and to mentor, train and assist the 'family' of U3A Web-Admins in the acquisition of the skills required for local site maintenance. Good knowledge of software applications; and the preparation of images and documents for web deployment.
- **Liaison:** As necessary with the U3A NSW Web-Administrator

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## 4. IT Equipment Support

- Specifically to assist and advise the Network Committee on **setting up and using computers** and other technologies including the Network archive ([box.com](http://box.com)).
- **Advocate 'best practice'** in the use of technology.
- **Oversight the security** of the technology and the use of passwords etc.
- **Skills:** Good knowledge of (Windows based) software applications and personal computers. Willingness to mentor Committee members to ensure that they can be effective users of the technologies applicable to their role.
- **Liaison:** As necessary with the U3A NSW Web-Administrator and the Networks Web Hosting Contractor

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