

COFFS HARBOUR U3A MANAGEMENT COMMITTEE

ROLES for 2019-2020

President: Chairs the committee meetings in accordance with the CH U3A constitution, is a signatory to documents and assists in coordinating the committee functions.

Vice President: In the absence of the President, carries out the duties of the President.

Treasurer: Controls the banking requirements of CH U3A by ensuring all monies are collected and received, by paying authorised accounts, by maintaining correct records of the financial affairs, by compiling and monitoring the budget and organising the annual audit of the records.

Secretary: Keeps the record of the office-bearers and members of the committee, records the minutes of all proceedings at committee meetings and general meetings and attends to the correspondence requirements as needed by the committee.

Membership Secretary: Maintains a list of all members; handles enquiries from members and potential members and assists in the enrolment of new members into CH U3A and classes.

Course Co-ordinator: Liaises with tutors etc to establish the courses to be offered by CH U3A, and when and where they are to be held. Carries out relevant data entry into myU3A database. Informs classes and tutors of variations to class schedules.

Publicity Officer and Events Co-ordinator: Handles all publicity relating to the needs of CH U3A and co-ordinates the special events produced by CH U3A. Co-ordinates the production of newsletters.

Administrative Officer: Carries out data entry into the myU3A database, and aids in the maintenance of the system in conjunction with the Webmaster/IT officer; receives emails via the info@coffs.u3anet.org.au and forwards them to the relevant committee member; and emails the membership as required by the Committee. Archives class rolls.

Webmaster/IT Officer: Maintains the CHU3A website; assists with the operation of the myU3A database.

Public Officer: Keeps control or custody of all records, books and other documents relating to the CH U3A.