

## COFFS HARBOUR U3A MANAGEMENT COMMITTEE ROLES for 2021-2022

### **President:**

Chairs the Meetings (Committee/ AGM/General ) in accordance with the CHU3A constitution. Is a signatory to documents. 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. Ensures all monies are collected and received. Pays authorised accounts. Maintains correct records of the financial affairs. Compiles and monitors the budget. Organises the annual audit of the records. Checks venue invoices for errors prior to payment.

### **Secretary:**

Keeps the record of the office-bearers and members of the committee. Records the minutes of all proceedings at meetings (Committee and General) . Receives email correspondence via the [info@coffs.u3anet.org.au](mailto:info@coffs.u3anet.org.au) and forwards them to the relevant committee member. Attends to the correspondence requirements as needed by the committee.

### **Membership Secretary:**

Maintains the membership records (via myU3A database). Handles enquiries from members and potential members. Assists in the enrolment of new members into CH U3A and classes.

### **Course Co-ordinator:**

Liaises with tutors to establish the courses to be offered by CH U3A. Liaises with venue providers to determine when & where courses are to be held. Carries out relevant data entry into myU3A database. Informs classes, tutors and Treasurer of variations to class schedules.

### **Publicity Officer and Events Co-ordinator:**

Handles all publicity relating to the needs of CH U3A . Co-ordinates any special events produced by CH U3A. Co-ordinates the production of newsletters.

### **Administrative Officer:**

Oversees and maintains the myU3A database. O-mails the membership as required by the Committee. Collects class rolls for Public Officer's archive.

**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.