

U3A Yarra Ranges (U3AYR) provides opportunities for a community of retirees to experience quality education and stimulation through diverse intellectual, cultural, physical and social activities.

The role of the Committee of Management (CoM) is to:

- support the Vision, Mission and Values of U3AYR
- manage the affairs of U3AYR efficiently and effectively to comply with the Rules of Association and Operational Documents

Following is a brief description of each CoM position:

PRESIDENT:

- provides the leadership, direction, and coordination of U3AYR activities.

VICE PRESIDENT

- assists the President and Secretary and undertakes the role and responsibilities of the President in their absence.

SECRETARY

- supports the President and is responsible for ensuring meetings are effectively organised by maintaining effective records and administration

TREASURER

- maintains the financial records of the organisation including the preparation and reporting of monthly and annual accounts, the control of all income and expenditure and the financial integrity of U3AYR.

ASSISTANT TREASURER

- provides support to the Treasurer and submits grant applications

MEMBERSHIP SECRETARY

- maintains the membership details of U3AYR, utilising the U3A Membership Administration Software (UMAS).

PROGRAM COORDINATOR

- manages the administration of U3AYR Programs and Leaders

ASSISTANT PROGRAM COORDINATOR

- assists the Program Coordinator and undertakes the role and responsibilities in their absence.

NEWSLETTER EDITOR

- receives, edits and formats all articles and prepares the quarterly Newsletter for publication and distribution.

WELLBEING COORDINATOR

- monitors the health and wellbeing of members through the CoM, Program Leaders and other members.

SOCIAL EVENTS COORDINATOR

- advises the CoM on proposed events and functions.

OFFICE MANAGER

- manages the office space provided at Japara Learning and Living Centre which is staffed by U3AYR member volunteers on a rotating basis.

INFORMATION TECHNOLOGY (IT) MANAGER

- maintains the U3AYR website by updating the content and being the contact between the hosting company, the domain registrar and IT Consultants if required.

PUBLICITY OFFICER

- develops and implements a publicity plan, in conjunction with the CoM, to promote U3AYR and increase Membership.

RISK MANAGEMENT OFFICER

- monitors and updates U3AYR Risk Management and Health and Safety Policies and advises the CoM.

ORDINARY COMMITTEE MEMBER

- oversees the affairs of U3AYR for the benefit of all members and in compliance with regulatory obligations.