



U3A MORELAND

UNIVERSITY OF THE THIRD AGE

U3A Moreland
Committee of Management
Committee Member
Handbook
2024



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Welcome from the President

Welcome to the U3A Moreland Committee of Management (CoM).

Thank you for joining the team.

Your willingness to contribute our knowledge, skills and time to support the management and good governance of U3A Moreland is greatly appreciated.

While the CoM is the governing body representing U3A Moreland under the *Associations Incorporation Reform Act 2012*, the CoM also exists to represent the membership of U3A Moreland in making decisions relating to the activities and administration of the organisation.

This Handbook is designed to support CoM members and guide their work. Specific roles are documented with details of responsibilities for each role. Most roles report to monthly CoM meetings and are reviewed each year by the new CoM. Changes to role responsibilities and any new roles are endorsed by the CoM. Some roles are assigned to members who are not CoM members (Non-Committee of Management Roles).

Thank you for offering to share your knowledge, skills and experience for the benefit of U3A Moreland.

Richard Brown
President
U3A Moreland Inc
2024

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Background to U3A

U3A is an international movement founded in France in 1973 with the aim to offer a wide variety of education and stimulation to retired or semi-retired seniors who are in their 'third age' of life. The movement was brought to Australia in 1984, where the first Australian U3A was established in Melbourne.

While U3A is an abbreviation for University of the Third Age, the word *University* is used in the wider sense of an association or community of teachers and learners united in the pursuit of knowledge, social interaction and well-being. The movement is commonly referred to as U3A.

U3As are voluntary community organisations run by and for their members. U3As continue to provide learning, recreational and social activities for seniors to keep their minds and bodies active in their life's third age. Our members can best be described as 'being active in retirement or semi-retirement'.

U3A programs offer non-competitive learning, without qualifications or exams. This enables members to explore new interests, ideas and activities in a friendly and cooperative environment. Membership fees are kept at the lowest possible level, to ensure access for all. Fees are reviewed annually.

U3A Moreland

An earlier U3A Moreland started in 1999 but ceased operation in 2008, being formally deregistered in 2012. In 2014, U3A Network Victoria identified Moreland as the only metropolitan municipality without an active U3A. In late February 2015, after a number of public meetings at venues provided by Moreland City Council, a steering committee was formed and U3A Moreland was on its way again. We received our Incorporation number on 31 March 2015. Our first program was launched on 14 April 2015 at Coburg Town Hall by Mayor Meghan Hopper. Classes and activities have been expanding ever since.

The U3A Moreland area covers the suburbs of Brunswick, Brunswick East, Brunswick West, Coburg, Coburg North, Fawkner, Glenroy, Gowanbrae, Hadfield, Oak Park, Pascoe Vale and Pascoe Vale South. Small sections of Fitzroy North and Tullamarine are also part of Moreland.

The municipality changed its name to Merri-bek City Council on 26 September 2022. *U3A Moreland is currently considering a name change.*

Aims

- To create an ongoing voluntary community in Merri-bek that provides social and intellectual stimulation for retired or semi-retired people 50 years of age or older.
- To establish educational, cultural and physical programs in which members can be both teacher and student, enabling them to keep mentally and physically active.
- To encourage all members to contribute their time and talents to assist with the running of U3A Moreland and to volunteer as tutors and group leaders.
- To offer life-long learning opportunities and promote healthy ageing in a friendly, cooperative and enjoyable environment.
- To engage with and work alongside other community groups.

U3A Network Victoria

U3A Moreland is one of more than 100 Victorian U3As supported by U3A Network Victoria, which provides organisational and planning support as well as facilitating broader relationships between Member U3As and affiliates, peer organisations and government.

Committee of Management

Members

CoM comprises Members who are elected from and by the wider membership at an Annual General Meeting (AGM) usually held in around April or May of each year. Members can be nominated or self-nominate either at the time of the AGM or other times throughout the year.

CoM Members are committed to providing good governance to the membership and work within the guidelines outlined in the [U3A Moreland Rules of Incorporation](#). Members of CoM are encouraged to make themselves familiar with the Rules, insurance documents ([VMIA \(Insurance Certificates\)](#)) and the range of policies, procedures, forms and guidelines ([Policies & Procedures](#)) available on U3A Moreland's document and forms storage facility - 'G Drive'.

Meetings

CoM meets on the third Tuesday of each month, except December and January. The Secretary develops and distributes an agenda prior to the meeting, with the approval of the President. CoM Members and non-CoM Members holding major roles prepare reports for each meeting. Minutes of the previous meeting, agenda and reports are circulated to CoM Members prior to each meeting, aiming to give as much time as possible for all to review all required information and come to the meeting prepared.

The Secretary records the actions, discussions, motions and decisions of the meeting. Minutes and related documents are stored on G Drive.

Responsibilities

CoM Members have a responsibility to:

- Provide good governance to U3A Moreland and its membership
- Ensure U3A Moreland is managed so it remains financially viable.
- Ensure U3A Moreland keeps proper records.
- Ensure U3A Moreland complies with relevant legislation.
- Support the aims of U3A Moreland
- Represent and ensure the needs of the membership are heard.
- Actively participate in CoM meetings and activities.
- Support CoM Members to manage their roles.
- Be aware of and develop policies and procedures for the management of U3A Moreland.

CoM Roles

Executive Members are:

- President
- Vice President
- Treasurer
- Secretary

CoM Members also hold portfolio roles of:

- Deputy Treasurer

- Social Events Team Leader
- U3A Network Victoria Council Coordinator
- U3A Northern Metropolitan Region Network Coordinator
- Merri-bek City Council Liaison

Non-CoM roles

- Marketing Team Coordinator
- Newsletter Team Coordinator
- U3A Membership Administration System (UMAS) Administrator
- Information Technology (IT) Support Coordinator
- Membership Facilitator
- Program Team Leader
- Venues Coordinator
- Zoom Team Leader

Orientation for Committee of Management Members

New CoM Members will receive an induction to their role on the CoM and also to the broader aspects of U3A Moreland. This induction will comprise:

- An information pack, provided by the Secretary, on appointment to the CoM
- Some 1:1 information sessions regarding specific aspects of the governance and administration of the organisation
- An undertaking by the Inductee to do some individual research of organisational documents, procedures, policies etc
- Joint responsibility of the Secretary and the Inductee for tracking the progress of induction

It is expected that a new CoM Member will complete their induction within 3 months of their appointment to the CoM.

Key Information for Committee of Management Members

Membership of U3A Moreland and Enrolments

Members of U3A Moreland are entitled to enrol in programs throughout the year. The membership fee covers attendance at programs at no charge. Occasionally a small charge is required to cover materials or other expenses.

Membership fees are reviewed annually. Information on how to join is available on the website. Members undertake to comply with the [U3A Moreland Terms & Conditions](#).

This important work is managed by the Membership Facilitator and also involves the UMAS team.

Membership is per calendar year (1 January to 31 December) and must be renewed each year.

Emails

U3A Moreland's email info.u3amoreland@gmail.com is used by the volunteers of the organisation, mainly for communicating externally and mainly by CoM members. Emails are monitored and managed by the Secretary, however the inbox is regularly monitored by all those using it regularly eg, Venues Coordinator, Treasurer. Volunteers communicate between themselves using their own personal email addresses.

There is a second email address member.u3amoreland@gmail.com for membership purposes, which is monitored by the Membership Facilitator.

Financial and Funding Information

U3A Moreland's finances are overseen by the Treasurer and Assistant Treasurer. Their important work is governed by the Rules, a series of procedures and Australian Accounting Standards/best practice. Comprehensive reports are provided to and voted on by the CoM at CoM meetings and AGMs.

Funding opportunities are regularly sought and applied for. Acquittal reports to a provider on the use of grant monies rely on the Treasurer for financial inputs.

Volunteers

U3A Moreland relies on Volunteers, eg, for governance, administration, leading programs, membership management etc. All Volunteers agree to abide by U3A's Privacy Policy via the [Volunteer Confidentiality Agreement](#).

Programs

Programs are developed on a term by term basis by the Program Team. A Program Guide is produced, in conjunction with the UMAS team. Program scheduling is available on the website.

The Program Team has a significant ongoing role. Apart from the Team Leader, there are a number of Volunteers functioning as Program Contacts and also many Facilitators. The Program Contacts provide a direct link from the Program Team to the Facilitators, who are at the 'coal face' conducting the Programs. The [Facilitator Guidelines](#) provide a reference point for Facilitators to access detailed information regarding the protocols involved in running programs for Members.

Venues

Programs can't run unless there's somewhere to run them. Outdoor venues will vary however we try to use the same indoor venues for programs whenever possible. The Venues Coordinator locates, books and monitors the suitability of venues on an ongoing basis.

UMAS

U3A Membership Administration System (UMAS) keeps all our records of Members, Facilitators, Programs, Timetable and Enrolments.

- Keeps a record of U3A Moreland Members, their program enrolments, contact details and financial status.
- Allows new Members to join online and enrol in programs.
- Provides email acknowledgement of enrolments and changes to Members' details.
- Record waiting lists for fully enrolled programs.
- Allows administrators to extract information quickly in a range of reports.
- Allows Facilitators to view enrolments, produces attendance lists and enables emails to enrollees.

Marketing/Newsletter

The Marketing Team promotes U3A Moreland through a variety of functions:

- Encouraging membership of U3A Moreland
- Producing a regular Newsletter
- Distributing 'postcards' in the local area, containing contact information for U3A Moreland
- Maintaining a Facebook page
- Proposing changes to and maintaining the website, to keep it current

AGMs and Annual Reports

The Annual General Meeting is typically held around April/May each year. A lot of Volunteers contribute to the successful organisation of this event, including production of the Annual Report, invitations to dignitaries, catering, minutes and monitoring attendance.

Past agendas, minutes and reports can be found on G Drive [Annual General Meetings & Annual Reports](#).

U3A Network Victoria and links to other external organisations

U3A Moreland has a close affiliation with U3A Network Victoria, which provides organisational support and training to the member U3As.

There are two other key relationships which are regularly maintained:

- Merri-bek City Council
- U3A Northern Metropolitan Region Network

Committee of Management Roles

The Executive

The Executive team of President, Vice President, Treasurer and Secretary are elected each year at the AGM. Vacancies are filled as necessary by appointment by the Committee of Management.

President - [President - Position Description](#)

Vice President - [Vice President - Position Description](#)

Treasurer - [Treasurer - Position Description](#)

Secretary - [Secretary - Position Description](#)

Committee Member Induction - Information Pack

As part of the Committee Member Induction Process, the Secretary will provide the Inductee (new Committee Member) with a pack of information. This information pack can be provided either in hard copy or by email. Some of the information is available on the U3A Moreland website.

Below is a list of the contents to be included the pack (in alphabetical order):

- Access Pass Holder Record (MCEC/Brunswick Town Hall)
- Annual Report (most recent)
- Committee Member Handbook
- MCEC Licensee Procedures (Brunswick Town Hall rooms)
- Membership Terms and Conditions
- Minutes of most recent Committee of Management meeting
- Newsletter (current edition)
- Program Booklet (for current term)
- Program Proposal Template
- Volunteer Confidentiality Agreement

Contact List

Committee of Management		
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