

## NOTICE OF ANNUAL GENERAL MEETING 2017

The Annual General Meeting of the U3A Northern Illawarra Inc will be held on **Wednesday 1<sup>st</sup> November 2017**, in the Excelsior Room, Thirroul Community Centre, at 9.30am.

### Agenda :

- To confirm the Minutes of the last AGM
- To receive a report from the President and other office-bearers as relevant
- To receive and consider the Statement of Financial Affairs of the association
- To elect office-bearers and other committee members
- General business (if any): please advise the Secretary of any items you wish to raise, by Wednesday 25<sup>th</sup> October 2017

Nominations are called for the following positions on the Committee of Management:

- President
- Vice-President – Development
- Vice-President - Operations
- Treasurer
- Secretary
- Publicity Officer
- Up to 5 additional Committee members

Brief role descriptions of each of these positions appear on the next page.

If you wish to nominate someone for a position on the Committee complete the nomination form below and hand it or post it to the Returning Officer, Ainslie Lamb, 12 Station Street Corrimal NSW 2518, by **Wednesday 25<sup>th</sup> October 2015**. If insufficient nominations are received for any position by that date, nominations may be made from the floor at the AGM.

You must be a financial member of the U3A Northern Illawarra Inc. to nominate or be nominated for a position on the Committee, and to vote at the AGM.

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### U3A NORTHERN ILLAWARRA Inc.

#### NOMINATION FOR OFFICE-BEARER OR COMMITTEE MEMBER

We\* nominate ..... (name of person  
nominated)\* for the position of

.....  
Proposer: .....Seconded .....  
I accept the above nomination .....

(Signature).....

..... (Date)

Both the nominators and nominee must be financial members of the U3A Northern Illawarra.

Complete and hand or post this form to the Returning Officer (Ainslie Lamb) by Wednesday 25<sup>th</sup> October 2017.

## **ROLE DESCRIPTIONS OF MEMBERS OF THE COMMITTEE OF MANAGEMENT**

**President:** Chairs meetings; represents the U3A NI publicly; liaises with the broader U3A Network; liaises with Publicity Officer on media releases; organises Information Update sessions.

**Vice-President – Operations:** oversees the on-going operations of the U3A NI including support for the secretarial and financial operations; deputises for the President when requested; liaises with the convenors of Special Interest Groups (classes) in relation to maintenance of attendance records and timetables.

**Vice-President – Development:** advises the Committee on the expansion of the U3A NI educational activities; supports convenors in developing the curriculum of Special Interest Groups; undertakes surveys to ascertain member needs and interests; advises on copyright obligations; deputises for the President when requested.

**Secretary:** records and maintains minutes of meetings of the U3A NI; handles correspondence; circulates minutes and agenda to other members; distributes the newsletter. Acts as Public Officer.

\*A **Minute Secretary** may be appointed by the Committee from its membership to assist the Secretary.

**Treasurer:** prepares and presents annual draft budget; maintains financial records; handles incoming and outgoing payments on behalf of the U3A NI; maintains register of members; presents progress financial reports to committee meetings; prepares annual financial statements; maintains assets register; maintains Public Liability insurance.

**Publicity Officer:** publicises the U3A NI and in particular - liaises with the President on media releases; prepares information brochures and posters; builds and maintains publicity contacts.

**Other committee members** (and other individual members) may be involved in assisting the above officers in the execution of their duties, such as

- Newsletter editor – prepares the newsletter and associated leaflets, arranges for printing
- Webmaster – maintains the NI website in consultation with Publicity Officer and Newsletter editor
- Public Officer – ensures that official reporting obligations are met
- Facilities officer – oversees use of audio/visual facilities
- First aid and safety officer - advises on risk management
- Maintenance of historical records (eg scrapbook)
- Member welfare officer
- Organising external excursions
- Liaison with Thirroul Community Centre (eg room bookings, storage, etc).

**Wednesday Talks Co-ordinator:** organises Wednesday talks program; maintains Wednesday attendance records; prepares a list of future speakers at least one term in advance; recruits potential presenters; provides details of program to newsletter editor; presents mementos of appreciation to guest speakers. \* This role may be undertaken by more than one person acting as a sub-committee, with the co-ordinator having overall responsibility for the program. .

**Special Interest Group Convenors** - are responsible to co-ordinate the programs of special interest groups, provide details of programs to the Newsletter editor, and maintain attendance records.

**Webmaster** – maintains the sub-domain site for the Northern Illawarra U3A.