



U3A Northern Illawarra Inc A Bridge to Learning

Newsletter No. 63

Editor: Ainslie Lamb

Term 4 2018

PRESIDENT'S MESSAGE

One of the great things about our U3A is the wonderful support that I get as President from our hard-working committee. I would like to thank those who have been working hard on organising the Annual Trivia Night on 20th September. Our membership also continues to grow to 230 members.

Some of the current committee members are now ready to take a break and so I would ask everyone if you would consider nominating for one of the committee positions at the AGM on 7th November. At the back of this newsletter you will find descriptions of the various committee positions and a nomination form.

One of our group's successes is the Wednesday talks program. This is prepared by a small group of people and we will need 2 or 3 new members here. It is a team effort; you will not be on your own. Please give some thought to nominating so that our group continues to prosper.

Judy Bull



CHRISTMAS PARTY

Wednesday 28th November commencing at 9.30am.

Tricia Kullik is organising the program – contact her if you would like to be involved (wolfandtricia@gmail.com)



Please bring along a contribution on a plate for the lunch that follows (and take your plate and any leftovers home afterwards, to minimise cleaning up!)

We will also have a "Giving Tree" – where you bring (unwrapped) new items that we can donate to a local charitable organisation to pass on a little bit of Christmas to disadvantaged families.(not just for small children, and nothing perishable please). Make that fun too, folks.

Committee 2019 - Calling for nominations



The **Annual General Meeting** will be held on
Wednesday 7th November, at 9.30am.
Full details are at pages 11-12 of this Newsletter

At this meeting, we will elect our committee for the next twelve months. U3A groups generally like to spread the work load widely over as many people as possible, so that no one will feel burdened by having too much to do. The Committee meets 5 times a year, various members undertake roles as described. We welcome new ideas and enthusiasm.
Nominations close on 31st October 2018

Why get involved? Volunteering to be a group leader or committee member in U3A will not guarantee entry to heaven, but will guarantee others' appreciation and some self-satisfaction for making your contribution to our administration and program. Do think about volunteering your experience and talents to U3A – see further on pp.11-12

Co-ordination of the Wednesday Talks Program : Co-ordinators wanted

The 2018 Wednesday Talks program has been co-ordinated by a small group comprising Lindsay Margaret, Tricia Kullik and Judy Gibbs. After this year, the team will retire from this task – **who will step up and help to organise the program?** Term 1 2019 will have been organised in advance, but planning for Term 2 will need to commence in January and be complete by mid-March (to meet the Term 2 newsletter deadline). Talk to one of the current organisers or to the Vice-President – Development if you would like more information and would be prepared to participate.

As well, members may have suggestions of speakers – if so, pass the details of the speaker, their area of expertise or interest, and their contact details, to one of the Wednesday Talks co-ordinating group members.



Bookstall – Dorn's "bring and buy" bookstall is held on the 3rd Wednesday of each month – next dates are *17th October and 14th November*. Bring along 1 or 2 good books or magazines. Proceeds go towards U3A recurrent expenses.

Puzzle 1: At a family reunion were the following people: 1 grandfather, 1 grandmother, 2 fathers, 2 mothers, 4 children, 3 grandchildren, 1 father-in-law, 1 mother-in-law and 1 daughter-in-law. How many were there and who were they? *Answer on p. 10*

Puzzle 2 - Think of a number under 10

Double it, Add 6, Halve the result, Take away the original number
What's the answer ? *See p. 10*

Thankyou to the staff of Sharon Bird MHR, who print our Newsletters.

WEDNESDAYS AT THE THIRROUL DISTRICT COMMUNITY CENTRE

Term 4 Program – 9.30am to 12noon in the Excelsior Hall

With morning tea 10.30 – 11.00am

Term 4 commences Monday 15th October concludes Friday 30th November.

Week 1 – Wednesday 17th October

9.30am	The Regional Languages and Music of Italy	Barbara Cattanour Wollongong U3A member
11.00am	Disasters – representation in Film, Plays and Print	Aileen Harland Wollongong U3A member

Week 2 – Wednesday 24th October - *United Nations Day*

9.30am	United Nations and Indonesia	Dr Ron Witton Indonesia expert
11.00am	The Making of the Bell Rock Lighthouse	DVD pres. Ainslie Lamb Northern Illawarra U3A member

Week 3 - Wednesday 31st October

9.30am	A Sailor's Adventures	Wolfgang Kullik Northern Illawarra U3A member
11.00am	Conflict in the Arab World/Israel	David Goss Northern Illawarra U3A member and former Australian Ambassador to Israel

Week 4 – Wednesday 7th November

9.30am	Annual General Meeting	
10.00am	Art Deco City	DVD pres. Ainslie Lamb
11.00am	A Musical Quiz dedicated to Margaret Fletcher	Peter Gibbs Northern Illawarra U3A member

Week 5 – Wednesday 14th November

9.30am	Emergency Management in NSW	Warren Goodall, Regional Emergency Management Officer, NSW Police
11.00am	Putting the Sapiens back into Homo Sapiens	Frank Nowlan Northern Illawarra U3A member

Week 6 – Wednesday 21st November

9.30am	Puppet Making	Michael Jazbee, Pupeteer
11.00am	The Wreck of the <i>Dunbar</i>	Catherine Philps Northern Illawarra U3A member

Week 7 – 28th November - Christmas Party – see p.1 for details
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SPECIAL INTEREST GROUPS AND CLASSES DURING TERM 4 held at the Thirroul Community Centre

New members are welcome at all our groups – contact the co-ordinator for more information or just turn up on the day. Don't forget to wear your membership badge!

Arts Hub - (Convenor - Ainslie Lamb, Ph: 4283 7818 email:ainslie2518@gmail.com) – 2nd and 4th Tuesdays 11 – 12.30pm, Ocean Breeze Room. The program utilises quality DVDs on subjects of art and artists, music and musicians, architecture and other genres of artistic endeavour. Term 4 program:

October 23rd - *David Hockney – A Secret Knowledge: Rediscovering the Lost Techniques of the Old Masters.*

November 13th - *Paris The Luminous Years* (Part 2 – 1915 -1930) – where modern art began

November 27th – *Fantasia* – Disney's masterpiece collaboration of animation and music.

Australian Studies (Convenor – Bill Barnetson, deputy - Lindsay Margaret) – 2nd and 4th Mondays, 1.30 – 3pm, Black Diamond Room.

An opportunity to analyse and discuss aspects of Australian history and culture, usually two topics per session, led by individual members. Topics for Term 4 are:

22nd October. *Radical Wollongong*: (DVD , pres. Bill)

David Goss: *My Diplomatic Career*

12th November: Roy Tang: *Nuclear Waste in Australia*

Wesley Mission: Home and Carer Support Services

26th November Local Family History (Wollongong Museum)

Ron Browne: *Australian Education: Unresolved Issues.*

Balance'n'Bones (Co-ordinator - Helen Whelan. Ph: 0419 983 265 email: helen@dispoiled.com).

Gentle aerobic, balancing and stretching exercises for both men and women, weekly during term, *Mondays 9.30 – 10.30 commencing 15th October and concluding 26th November* . Wear light clothing, flat shoes, bring weights if you have them, and water bottle.

Book Clubs (Co-ordinator – Bronwen Cole)

There are currently two U3A book clubs meeting monthly in the library. If you are interested in taking part, please contact Bronwen at U3A on a Wednesday morning or ring her on 42671837.

Brain Games (Co-ordinator Ainslie Lamb) – 2nd and 4th Tuesdays , 9.30 –11am, in the Ocean Breeze Room.

A variety of amusing activities and creative challenges to stimulate different parts of the brain. Bring paper, pencil and a sense of humour.

Term 4 dates – 23rd October, 13th and 27th November



Drawing and Painting (Co-ordinator and tutor Jeannette Southam, Ph. 4285 1986) –
2nd and 4th Tuesdays, 11am-1pm Escarpment Room.

Unleash your creative talents for visual expression or just for the joy of it.
Term 4 dates – 23rd October, 13th and 27th November

The **Current Affairs** group meets on the first and third Monday at 1.30 pm in the Black Diamond Room. A theme is discussed for the first 30 minutes and then 30 minutes is devoted first to domestic affairs and then to International Affairs, not necessarily in that order. They are set out below. All are invited to attend to listen participate or both.

15th October- *How we might address raising inequality* - John Ryan

5th November - *Is our political system broken ?* - David Goss

19th November - *Retirement Home living - Advantages / Disadvantages* - Tricia Kullik

For further information contact Convenor Wolfgang Kullik (wolfandtricia@gmail.com) or the deputy convenor Ann Brown (annbrown.bristol@gmail.com).

U3A Northern Illawarra Film Society – film appreciation group.

Weekly Wednesdays, 12.30 – 3.00pm in the Excelsior Hall, Leader Rick Thompson.

Commences October 17th and concludes November 21st - See p. 7 for Term 4 program.

Italian Conversation (Convenor - Freda Turner, Tutors Pina MacPherson and Laura Honner) – Venerdi (Fridays) during term, *commencing 19th October and concluding 30th November* 9.30 -11.00am in the Ocean Breeze Room. Open to anyone with some experience in Italian.

Reading Allowed/Aloud (Co-ordinator Ainslie Lamb) , 1st and 3rd Tuesdays, 11am – 12.45pm, in the Ocean Breeze Room.

Term 4 dates – 16th October, 6th and 20th November

Reading aloud to others is a great way of sharing plays, books and short stories, and an opportunity to listen and reflect on other times, other viewpoints, other possibilities.

The convenor initiates the program (this term we will be considering Futurism as a genre), but participants also have the opportunity to share a wide range of readings – humour, poetry, stories, philosophy, and whatever else takes our members' fancy.

Non-readers are warmly invited as listeners.

Philosophy Forum (Convenor Roy Tang; Email susiben@hotmail.com) – 1st and 3rd Tuesdays, 9.30 – 11.00am in the Ocean Breeze Room.

16th October - Is it more important to be LIKED or RESPECTED?

6th November - What is INFINITY?

20th November - Is it easier to LOVE or BE LOVED?

Three elderly men arrive at the doctor's for a memory test. The doctor asks the first one, "What's three times three?" "274", comes the reply. The doctor looks perplexed. He asks the second man, "What's three times three?" "Tuesday," is the reply. The doctor, still perplexed, turns to the third man. "What's three times three?" he asks. "Nine" says the third man. "Excellent," says the doctor, "How did you get that?" "Simple", is the reply, "I just subtracted 274 from Tuesday."

SPECIAL INTEREST GROUPS HELD AT OTHER LOCATIONS

Lawrence Hargrave U3A Stanwell Park

1A Railway Crescent, Stanwell Park, Hillcrest House, behind Kennett Home and Hillcrest Village. Mondays 9.30 am to 12.30pm. The first Session begins at 9.30am and the second Session begins at 11am after Morning Tea. The second session is usually Music Appreciation. * Doug White will give a talk on Roy Orbison at 11am on a day to be specified
For further information contact Jenny on 4294 3475 or 0406 350 025

15 th October	Loving Vincent	DVD pres. Maria Hulbert
22 nd October	Australian Impressionist Painter, John Russell,	Maria Hulbert
29 th October	Gothic Cathedrals, Their Design, History and Development	Peter Clarke
5 th November	Visit to Shanghai & Xian	Jim Powell
12 th November	The Origin of France and Germany	Dr Tom Mylne
19 th November	Julia Child, French Chef – An Unexpected Rebel and Revolutionary	Kerrie Christian
26 th November	UNESCO World Heritage Site of Ravenna	David Christian
	Followed by our Christmas Party	
Wednesday 28 th November	Northern Illawarra U3A Christmas Party – see p.1 of this Newsletter	All members welcome

Table Tennis – (Convenor John Ryan) – weekly on Thursdays, 10 am – 12pm at the Austinmer Uniting Church Hall, Moore Lane, Austinmer.
Commencing 18th October, concluding 29th November .
All gear (bats, table tennis balls etc) is provided, but players should wear appropriate footwear and bring a water bottle. Play for fun and fitness.

Illawarra U3A Choir (Convenor Margaret Stratton, Musical Director Yvonne McColl) - practices in Room 1-2 , close to the car park at the Wollongong Conservatorium of Music, Glenifer Brae, Murphy’s Avenue, Keiraville, from 1 – 3pm on Tuesdays - Term 4 commences 16th October.

New members very welcome – no auditions, just come along and enjoy singing together. It’s well documented that singing with a choir is good for your physical and mental health, and improves your sense of social cohesion and wellbeing.
From time to time, the Choir gives recitals at each of the four Illawarra U3As whose members are in the choir, as well as at local Retirement Villages and Nursing Homes.

IPAC - Merrigong Theatre Co. - there are several members who regularly attend the Saturday 1.30 pm matinee sessions of the Merrigong Theatre productions at the IPAC in Burelli Street, Wollongong, then meet up after the show to discuss the play over coffee.

Upcoming shows are –

13th October – *The Orchid & The Crow*

20th October – *The Wharf Revue*

3rd November – *Prize Fighter*

Heart Foundation Walking Group – join the Sandpipers every Thursday morning at Sandon Point car park (end of Point Street Bulli) 15 minutes ahead of starting time.
December to March – 8.30am start. April - November 9.00am start.

We walk for about an hour, with a short break mid-way, for 4 to 5 kms.
Wear hat, sunscreen, good walking shoes, and bring drinking water.

Several of our U3A members are in the group. For further information, contact Lindsay Margaret (0404 339 508) or just turn up. Dogs on leashes also welcome.

U3A NORTHERN ILLAWARRA FILM SOCIETY - TERM 4, 2018

Venue - Excelsior Hall, Thirroul Library and Community Centre, 12.30 - 3.30 each Wednesday during term *commencing 17th October and concluding 19th November*.
Co-ordinator: Rick Thompson.

These sessions are about discussing the film(s), not simply watching them. A discussion follows each screening. Short films or excerpts may accompany some programs. Those films marked * will be screened with subtitles for the hard of hearing.

Oct 17 ***Paisa**** (Italy, 1946, 117 mins.) Directed by Roberto Rossellini. Six vignettes showing life in war-torn Italy and the various relationships between just-liberated Italians and their American liberators/occupying forces

Oct 24 ***The Beguiled**** (USA, 1970, 105 mins.) Directed by Clint Eastwood. With Eastwood, Geraldine Page. During the American Civil War, a badly wounded Northern foot soldier is sheltered by a Southern young women's school. Eastwood plays against type as he connives to control the mature and the juvenile women of the household

Oct 31 ***Cabin In The Sky**** (USA, 1943, 98 mins.) Directed by Vincente Minnelli. With Ethel Waters, Eddie Anderson, Lena Horne, Louis Armstrong and an all black cast. Minnelli's first film began his career as a major musical director. An all-black musical revue and a love story about a rascally Little Joe, juggling between his lovely wife and the lure of a good-time girl backed by the Devil, all amid the world of classic swingtime jazz

Nov 7 ***The Hedgehog**** (France, 2009, 100 mins.) Directed by Josiane Balasko. With Balasko. The concierge of an apartment building and the 11-year-old girl living in one of the flats are both seriously and deliberately retreating from life, each in their own way, until a new tenant arrives - a Japanese man who provides positive alternatives for both women. Very subtle, moving film

Nov 14 ***Good Morning**** (Japan, 1959, 93 mins.) Directed by Yasujiro Ozu. Domestic comedy from the point of view of two teenage boys who take a vow of silence when their parents refuse to buy them a TV set

Nov 21 ***To Be Or Not To Be**** (USA, 1942, 99 mins. Directed by Ernst Lubitsch.) With Jack Benny,, Carole Lombard. Robert Stack. Made in 1941, released in early 1942, the film is a very witty merging of a version of Hitler's Nazi German culture, and Shakespeare's most famous question. Very Lubitsch

BRAIN GAMES GROUP NEWS

Earlier this year, the Course Co-ordinator of Central Coast U3A, Cheryl Evans, visited our Brain Games group to observe how it ran. Central Coast U3A, located principally at Gosford, has over 700 members. Recently, Cheryl reported on the pilot Brain Games classes:

In Semester 1, 2018, U3A Central Coast offered 3 sessions of 'Brain Training' as a trial to gauge interest among members. The course was an adaptation of the 'Brain Games Project' developed by Ainslie Lamb at North Illawarra U3A. We planned a small class for 15 people. The response was overwhelming with 50 members applying, so we increased the class numbers to 25 and repeated the course to accommodate everyone who had applied. We have had even more interest in Semester 2. As well as two 'Brain Training' courses, we are offering a further adaptation called 'Boost your Brain, Health and Happiness'. There are no vacancies in any of these courses.

Footnote: Ainslie will be giving a presentation on the Brain Games Project at the U3A Network WA Annual Conference in Mandurah, in October.

U3A NETWORK NEWS

Our U3A is a member of the U3A Network NSW, within the South Coast Region which includes the following U3As - Central Illawarra, Kiama, Milton/Ulladulla, Northern Illawarra, Shellharbour City, Shoalhaven TAL, Southern Highlands, and Wollongong. Our Regional representative on the Network committee is Margaret Stratton.

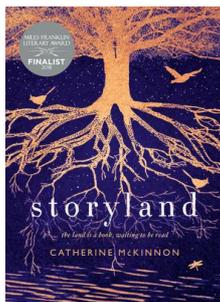
Following the Canberra Conference, and inspired by the relationship between the U3A ACT and the University of Canberra, Margaret has approached the University of Wollongong for discussions about how U3A members can access UoW lectures and classes, and other services. Talks are proceeding positively. 'Watch this space'.

INDIGENOUS LITERACY DAY - 5th September

Thank you to the members and visiting speaker Stuart Traynor, who read Dreaming stories on Indigenous Literacy Day. The proceeds of the raffle were topped up to \$100 as a donation to the Indigenous Literacy Foundation.



BOOK REVIEW - *STORY LAND* by Catherine McKinnon (4th Estate, 2017)



This novel, by local author (and Lecturer in Creative writing at the University of Wollongong) was shortlisted for the 2018 Miles Franklin literary award. Set on the banks of Lake Illawarra and spanning four centuries, *Storyland* is an unfurling narrative of interlinking stories, commencing with a young sailor exploring with Matthew Flinders, and extending to four characters set in 1822, 1900, 1998 and 2033 respectively. Intriguingly, all these characters are connected - not only through the same land and water they inhabit over the decades, but also by aspects of history and memory.

STUDY PARTICIPANTS WANTED -

Researchers at the University of Wollongong are inviting adults aged 50 years and over who have been diagnosed with memory complaints to participate in a new research study. As well as attending a memory clinic weekly for 6 weeks, participants will be required to consume a fruit juice drink each day.

Changes in memory and concentration will be measured as well as blood pressure and other markers of cardiovascular health. People with dementia are not eligible for this study. If interested, name and contact details can be left at (02) 4221 4754 or vadr998@uowmail.edu.au. A researcher will then follow up by telephone to do an initial screening.

Fruit May Provide the Answer to Preventing Memory Decline

Study to look at combined effect of fruit juice and memory training in boosting brain health

University of Wollongong (UOW) researchers are looking for research participants to help test whether a compound found in summer fruits can slow the impacts of memory decline.

The study is based on work that has shown fruits such as cherries, berries, and stone fruits not only provide essential vitamins and minerals, they also contain compounds that are good for the brain. Anthocyanins, a subclass of nutrients called flavonoids, are the compounds that provide the purple, red, and blue pigments in fruits such as plums, raspberries, strawberries, cherries, and blueberries. They are also found in red wine, tea, coffee, and some vegetables such as red onion, red cabbage, and eggplant. Research has shown that consumption of anthocyanin-rich cherry juice improved memory in older adults with mild to moderate Alzheimer's type dementia after 12 weeks.

The research team, led by Associate Professor Karen Charlton from the School of Medicine and the Illawarra Health and Medical Research Institute (IHMRI), is now focusing attention on people with mild cognitive impairment (MCI). People experiencing MCI may undergo changes to their thinking skills, such as impaired memory, trouble with problem solving, difficulty finding the right word, paying attention or maintaining concentration.

The study will investigate whether consumption of anthocyanin-rich fruit juice will result in better outcomes after completion of a six-week memory training program compared to taking just the memory training.

“Memory training programs can prevent MCI worsening as well as develop skills to recall information and there is some evidence that diet can help too,” Associate Professor Charlton said.

“It is exciting to be at the forefront of research that may help prevent further memory decline in people with early signs, especially if it's as easy as including delicious fruits on the daily menu.” Her group is working with a range of fruits including the Australian-bred Queen Garnet plum that has more than double the levels of anthocyanins found in other plums.

[From the University of Wollongong, *Universe*, September 10, 2018]

She said she recognised me from the Vegetarians Club, but I'd never met herbivore.

Management Committee 2018 - Contact Details

President - Judy Bull Tel: 4267 2417

Vice-President – Development: - Ainslie Lamb Tel: 4283 7818

Treasurer – Sue Rejske Tel: 4285 9002

Secretary – and Web administrator – Peter Gibbs Tel: 4284 4705

Address correspondence to:

The Secretary, U3A Northern Illawarra, PO Box 849 Thirroul NSW 2515

Publicity Officer: Moira Anderson Tel: 0415 673 124

Committee members

Beth Denny	Tel: 4283 3193
Glad Doherty	Tel: 4284 4286
Joan Fleming	Tel: 0468 964 048
Judy Gibbs	Tel: 4284 4705
Tricia Kullik	Tel: 0405 768 642
Lindsay Margaret	Tel: 0404 339 508
Margaret Stratton	Tel 4267 3161

Wednesday Talks Co-ordinators Lindsay Margaret and Tricia Kullik (with a little help from their friends)

Minute secretary – Pam Barnes

Audio Visual facilities – Alan Taylor Tel: 4283 4587

Friendship Officer - Beth Denny Tel: 4283 3193
or email beth.denny41@gmail.com

Safety Officer – Glad Doherty Tel: 6284 4286

Newsletter Editor - Ainslie Lamb Tel: 4283 7818 *Proofreader* – Ron Browne

Public Officer -: Peter Gibbs, 141/201 Pioneer Road, Fairy Meadow NSW 2519

Website: www.northernillawarra.u3anet.org.au

The Newsletter of the U3A of the Northern Illawarra is produced five times a year, providing advance notice of courses, speakers and topics, and other activities for each Term. Each edition will be available for collection on the first day of Term 1, and on the final day of each term, to give advance notice of activities in the following term.

The Newsletter can also be accessed on www.northernillawarra.u3anet.org.au

If you prefer to have your Newsletter posted to you, hand or send a stamped self-addressed envelope marked “U3A Newsletter” to Ainslie Lamb, 12 Station Street, Corrimal 2518.

Deadline for contributions to End of Year Newsletter – Friday 16th November

Answer to Puzzle 1: Seven. There were two little girls and a boy, their parents, and the father’s parents. *Answer to Puzzle 2 - 3*

NOTICE OF ANNUAL GENERAL MEETING 2018

The Annual General Meeting of the U3A Northern Illawarra Inc will be held on **Wednesday 7th November 2018**, 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 31st October 2018

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, Peter Gibbs, 141/201 Pioneer Road Fairy Meadow 2519, by **Wednesday 31st October 2018**. 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.

U3A NORTHERN ILLAWARRA Inc.

NOMINATION FOR OFFICE-BEARER OR COMMITTEE MEMBER

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

.....
Proposer:Seconder

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 by Wednesday 31st October 2018.

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 operations.

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; maintains membership records; maintains attendance records at Wednesday program. . Acts as Public Officer.

*A **Minute Secretary** may be appointed by the Committee 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; 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.