

Our amazing volunteers are the reason we at U3A Cranbourne can continue to offer quality classes and a welcoming environment to members. Your help is greatly appreciated whether it be in serving on the committee, helping at our fundraising events, or carrying out other tasks around the office.

Whilst committee positions do require a minimum commitment of one year, we understand that due to unforeseen circumstances this is sometimes not possible so please do not be discouraged from nominating.

You do not need to be a committee member to carry out many of the tasks and, your time commitment can be from a few hours once in a while to an hour or so every few months.

If you are interested, please contact [admin@u3acranbourne.org.au](mailto:admin@u3acranbourne.org.au) or any committee member.

A summary of the tasks involved for each position is listed below. It is a requirement for Committee positions that you have read and are able to abide by our Constitution document.

President	<ul style="list-style-type: none"> <li>Guides, develops and monitors the running of U3A Cranbourne</li> <li>Works closely with the Vice President, Secretary and Treasurer</li> <li>Attends local and regional meetings personally and via Zoom</li> <li>Plans and conducts U3A meetings with the assistance of the Secretary</li> <li>Liaises with outside organisations in regard to U3A matters</li> </ul>
Vice President	<ul style="list-style-type: none"> <li>Provides support to the President as requested</li> <li>Substitutes for the President as required.</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>Works closely with the President in matters pertaining to the operation of the organisation</li> <li>Prepares for meetings and takes and distributes minutes</li> <li>Submits reports to government bodies as required.</li> <li>Writes and submits grant applications</li> <li>Maintains digital and hard copy filing systems</li> <li>Receives and handles incoming and outgoing mail</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>Operates bank accounts with two other signatories</li> <li>Maintains accurate up to date financial records</li> <li>Banks funds and pays invoices weekly</li> <li>Maintains an effective petty cash system</li> <li>Reports monthly financial position at committee meetings</li> <li>Prepares budget and statement of account for AGM as required</li> </ul>
Committee Member	<ul style="list-style-type: none"> <li>Attends monthly meetings and AGM</li> <li>Contributes to decision making at meetings</li> <li>Offers assistance to Executive Officers when possible</li> <li>Supports members as required</li> </ul>
Fundraising Co-ordinator	<ul style="list-style-type: none"> <li>With the support of the committee, organises and runs fundraising events</li> </ul>

Courses Co-Ordinator	<p>Consults with members and tutors to provide a positive learning environment</p> <p>Plans each semester's timetable</p> <p>Finds new tutors/replacement tutors</p> <p>Assists tutors to submit class registers</p>
Media/Publicity Officer	<p>Works with outside organisations to promote U3A Cranbourne</p>
Health & Safety Officer	<p>Organises fire drills, and ensures fire extinguishers are maintained</p> <p>Arranges Defribulator training and ensures maintenance is up to date.</p> <p>Ensures all equipment is maintained correctly</p>
Assets Manager	<p>Records all new equipment and holds warranties</p> <p>Keeps a key register</p>
System Administrator	<p>Maintains the U3A Cranbourne Web Site.</p> <p>Manages the UMAS system, ensuring that information is kept up to date.</p>