

NOTICE OF SPECIAL GENERAL MEETING

Seymour and District U3A Inc. (S&D U3A) will hold a Special General Meeting of all members on Thursday 11th of May 2017 commencing at 1:30 PM in The Salvation Army Hall, 8 - 10 Victoria Street, Seymour.

This general meeting is being called to appoint additional members to the Council. The situation has been reached where there are not sufficient members willing to manage the administration and business affairs of S&D U3A. See the list below indicating activities to keep operating.

To keep S&D U3A operating until 30 June, the Council appointed a president and secretary from amongst their members. It is now appropriate for the membership to elect a president and secretary and also to elect some new members of Council so that its various functions can be fulfilled. The enclosed documentation indicates the required personnel and their functions.

If there are no nominations to fill the positions required, it will not be possible to maintain S&D U3A as an incorporated body. Hence a resolution will be put to commence the wind up in the voluntary fashion set out by Consumer Affairs Victoria. If that resolution is defeated it is to be expected that Consumer Affairs will initiate action.

Resolutions to be put to the Special General Meeting.

- 1. Election of Office Bearers and additional members of Council to serve the remainder of the 2017 – 2018 term.**

If the election fails to fill the necessary positions for the Association to continue then the following resolution will be put.

- 2. This Special General Meeting of the Seymour and District U3A Inc. Resolves to approve the Association being wound up because it lacks appropriate members willing to administer its operation and it empowers the existing members of the Council to undertake those actions necessary to wind up the organisation in accordance with the rules set out by *Consumer Affairs Victoria.***

A sandwich lunch will be held before the meeting – 12:15 at Salvation Army Hall – all U3A members invited. Click [here](#) to send email to say you will be attending.

ACTIVITIES REQUIRED TO KEEP OPERATING FOR THE REMAINDER OF 2017

Workloads and responsibilities in managing Seymour and District U3A Inc.

The purpose of Seymour and District U3A (S&D U3A) is to organise a series of courses/programs for the members to enjoy and learn subjects and activities that interest them in their third age.

Sounds simple, but some administration is needed to ensure S&D U3A keeps operating. Under the Victorian government Model Rules for an incorporated body it is essential to have a President, Secretary and Treasurer and some committee or council members.

Administration is required to keep records of members, arrange appropriate courses and tutors/coordinators, arrange timetables and book venues, maintain office equipment, maintain financial records, apply for grants to purchase new equipment or to fund special activities, publicise U3A in the community, maintain contact with U3A Network Victoria and U3A's in our region.

President – chairing meetings – establishing a friendly environment – representing S&D U3A at regional, network and other meetings – maintain good relationships with other groups – ensure compliance with the incorporation model rules – dealing with complaints and disputes as appropriate.

Vice President – assist president in the above matters, take on specific roles as may be agreed and take over if the president is absent.

Secretary – To be the “Public Officer” under incorporation rules. Ensure agenda and record of meetings are distributed appropriately - maintain the records of incoming and outgoing correspondence – to have a primary role in maintaining the U3A office equipment and records.

Assistant Secretary – assist the secretary in all of the above matters and take on specific roles as may be agreed with the secretary. Could be the prime keeper of membership records, including membership enrolment in courses and the records required by U3A Network Victoria

Treasurer – collect all monies and issue receipts – make payments as authorised by council – prepare, and present to council, monthly financial reports and an annual report, which is audited.

Assistant Treasurer – assist the Treasurer and take on specific roles as may be agreed.

Welfare officer – to take appropriate action for any members who may be unwell or bereaved.

Program Subcommittee – a key committee because this is the prime reason for U3A's existence. Membership must include one U3A Council member. The activities should be distributed amongst the subcommittee members. These include:

Selecting appropriate courses and leaders – recommending courses to Council – arranging a timetable – managing venue bookings – managing any disputes or disagreements in courses and referring these to Council.

Publicity subcommittee – a committee with at least one person on Council. The activity should be shared amongst subcommittee members. It includes:

Maintaining and distributing brochures and other publicity around the district – newspaper advertisements and articles – Web and Facebook – occasional radio appearances.

Melting Pot Subgroup – this is really part of Program Subcommittee, but might be formulated as a small separate group of about three people. Responsibilities would include proposing speakers, inviting speakers, producing and distributing advertising flyers, managing the Melting Pot presentation.

REQUIRED ACTIVITY FOR THE REMAINDER OF 2017 THROUGH TILL FEBRUARY 2018

This is an indicative break-down of activities required for running Seymour and District U3A. Tasks can be rearranged and distributed differently if desired. Many tasks do not require membership of U3A Council – as indicated. The council meets for about 1 ½ hours once a month.

ACTIVITIES REQUIRED	S&D U3A Council member	BRIEF DESCRIPTION
President	Yes	Coordinate the U3A team. Chair meetings. Maintain a friendly environment. Represent U3A in the community. Resolve any difficulties or disputes that may arise
Secretary	Yes	Oversight of the operation of U3A, including membership records, agendas and minutes of meetings, ensuring that policies and procedures laid out in The Model Rules are followed. Many tasks can be delegated as indicated below.
Correspondence	Yes	Collect surface mail and email, if action is necessary refer this to the person concerned or reply directly. Prepare incoming and outgoing correspondence lists for U3A council.
Office manager	Yes	Looking after the office facilities, ensuring equipment is maintained, paper stocks etc. are up-to-date.
Membership lists	Yes	Maintain the computer lists of all members, updating and changing as necessary. Working with the Treasurer relating to fees.
Course enrolments		Maintain records of member course enrolments and communicate with course coordinators where necessary.
Tutor booklets		Prepare the loose-leaf booklets that are given to course coordinators, ensuring that they include basic information and the list of members enrolled in the specific course
Network contacts and meeting attendance	Yes	Attendance at U3A Network meetings in Melbourne (3 or 4 per year) and reporting on the activities.
North East regional U3A meetings		Attendance at North East Regional meetings at cities such as Shepparton, Benalla, Kilmore or others (2 or 3 per year) And producing a short written report on activities.
Council agenda papers	Yes	Preparing the agenda papers for U3A council meetings and distributing these by email to council members.
Council minutes		Preparing the minutes of U3A council meetings and distributing these by email to council members
Treasurer	Yes	Oversight of financial activities. While some direct action will be required, several tasks can be delegated as indicated below.
Collection of funds and issuing receipts		In collaboration with the Treasurer, receive: membership, door entry and other funds. Issue receipts and pay money into the bank
Financial records	Yes	Maintain the income and expenditure records and assist the Treasurer in presenting these to U3A Council and the Auditor.
Financial planning	Yes	Two or three people to act as a small subcommittee, meeting occasionally with the Treasurer as chair and being available to discuss financial affairs.

Program sub committee chair	Yes	A member of U3A Council whose prime responsibility will be the planning and management of all courses, course coordinators, room arrangements, timetables and information to U3A members. Tasks to be delegated.
Program sub committee		Three, four or five members to form a subcommittee this may occasionally meet for discussions, but prime purpose is to distribute organising tasks amongst its membership.
Courses and timetable		Two people to prepare a course booklet and timetable – keep up-to-date for the notice board and web editor. Course booklet required only once a year.
Room bookings		One person to be the contact for room bookings. This person communicates with Mitchell Shire Council booking person and other people managing venues.
Publicity subcommittee chair	Yes	A member of U3A Council whose prime responsibility will be the Coordination of media releases and other publicity. Many tasks can be delegated to other members of the Publicity subcommittee.
Publicity subcommittee		Two or three people interested in preparing publicity documents/newspaper articles or appearing on local radio. Updating the U3A Facebook page and YouTube. Prepare the monthly newsletter, liaising with course coordinators. Keeping the U3A web page up-to-date with timetable changes and events.
Newsletter		One person, probably a member of the Publicity subcommittee, who prepares the newsletter. Seeks input from course coordinators and others. 10 newsletters a year.
Web		Maintain the Seymour and District U3A web page. Keeping it up-to-date with timetable changes and news. A Member of the Publicity subcommittee.
Facebook		Maintain the Seymour and District U3A Facebook page. Keeping it up-to-date with news of meetings and other information. A Member of the Publicity subcommittee.
Newspaper and event publicity		A person to liaise with the local newspapers and write articles as appropriate. A Member of the Publicity subcommittee.
Melting Pot Chair		Coordinator of a small group to organise and manage the Melting Pot program.
Melting Pot		Two or three people to select and contact speakers, arrange meetings, publicity, fix meeting details – visual aids etc. Meetings mainly by phone or email.
Constitution – Model Rules	Yes	Two or three members to examine the current Seymour and District U3A Inc. Constitution and prepare a revision in line with the Victorian Government Model Rules. Negotiate approval at a general meeting and with the Attorney General's Department.
Coordinator catering		One person who will contact those who volunteered to help in providing cakes etc. and organising tea and coffee at Melting Pot or other meetings.
Catering volunteers		A group of people (as many as possible) to help with morning and afternoon teas when required.

[Click HERE](#) TO SEND AN email OFFERING TO HELP IN ONE OF THESE AREAS