

COMMITTEE POSITION DESCRIPTIONS AND GENERAL INSTRUCTIONS

Important Notes:

The General Instructions and the roles of President, Vice President, Secretary and Treasurer (items 1 to 4) are taken from the Model Rules, paragraphs 42 to 48 and cannot be changed, but they can be added to.

The Model Rules can be found here:

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/running-an-incorporated-association/rules#model-rules>.

The Act referred to in this document can be found here:

<https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017>

The roles of Course Coordinator, Technology Officer and Privacy Officer have been adapted from the U3A Kynetron Policies Document and the U3A Tutors Handbook and the roles have previously been approved by the Committee.

The roles of Website and Facebook Manager, and the Publicity Officer are descriptions for newly created and evolving positions.

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Contents

1. General Instructions to All Committee Members.....	3
2. President and Vice-President.....	3
3. Secretary	3
4. Treasurer.....	4
5. Course Coordinator.....	4
6. Technology Officer	5
7. Privacy Officer	5
8. Website and Facebook Manager	6
9. Publicity Officer.....	6

1. General Instructions to All Committee Members

- I. As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- II. The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- III. Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
- IV. Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- V. Committee members and former committee members must not make improper use of:
 - (a) their position; or
 - (b) information acquired by virtue of holding their position - so as to gain an advantage for themselves or any other person or to cause detriment to the Association.
- VI. In addition to any duties imposed by these Rules, a committee member must perform any other duties imposed from time to time by resolution at a general meeting.

2. President and Vice-President

- I. The President or, in the President's absence, the Vice-President is the Chairperson for any general meetings and for any committee meetings.
- II. If the President and the Vice-President are both absent, or are unable to preside, the Chairperson of the meeting must be:
 - (a) in the case of a general meeting - a member elected by the other members present; or
 - (b) in the case of a committee meeting - a committee member elected by the other committee members present.

3. Secretary

- I. The Secretary must perform any duty or function required under the Act to be performed by the secretary of an incorporated association.
- II. The Secretary must:
 - (a) maintain the register of members in accordance with rule 18; and
 - (b) keep custody of the common seal (if any) of the Association and, except for the financial records referred to in rule 70(3), all books, documents and securities of the Association in accordance with rules 72 and 75; and
 - (c) subject to the Act and these Rules, provide members with access to the register of members, the minutes of general meetings and other books and documents; and
 - (d) perform any other duty or function imposed on the Secretary by these Rules.
- III. The Secretary must give to the Registrar notice of his or her appointment within 14 days after the appointment.

4. Treasurer

- I. The Treasurer must:
 - (a) receive all moneys paid to or received by the Association and issue receipts for those moneys in the name of the Association; and
 - (b) ensure that all moneys received are paid into the account of the Association within 5 working days after receipt; and
 - (c) make any payments authorised by the Committee or by a general meeting of the Association from the Association's funds; and
 - (d) ensure cheques are signed by at least 2 committee members.
- II. The Treasurer must:
 - (a) ensure that the financial records of the Association are kept in accordance with the Act; and
 - (b) coordinate the preparation of the financial statements of the Association and their certification by the Committee prior to their submission to the annual general meeting of the Association.
- III. The Treasurer must ensure that at least one other committee member has access to the accounts and financial records of the Association.

5. Course Coordinator

- I. The Course Co-ordinator/s provide a pivotal role in linking the Tutors with the U3A Kyneton Management Committee, the members of Kyneton U3A and U-MAS.
- II. As a Tutor your first point of contact should always be the Course Co-Ordinator, if there is more than one, then email them all and the most appropriate will respond. Email to info@u3aKyneton.org.au.
- III. The role of the U3A Kyneton Course Coordinator is to:
 - (a) Develop and approve all courses.
 - (b) Upload course details to the U-MAS; scheduling classes - both short and on-going.
 - (c) Publishing details in the annual Course Program.
 - (d) Liaise with prospective Tutors about all aspects of tutoring within the Kyneton U3A.
 - (e) Liaise with Tutors about any issues which arise during the year.
 - (f) Managing the updating of the Tutors Handbook.
 - (g) Managing enrolments on enrolment day.
 - (h) Schedule new classes as they occur during the year.
 - (i) Update course dates and times.
 - (j) Organise meetings and workshops for Tutors.
 - (k) Organise promotion of new courses in newsletters and on the web site.
 - (l) Contribute to the identification of accommodation for classes.
 - (m) Manage appropriate audio-visual facilities for the various courses.

- (n) Assist in the use of U-MAS.
- (o) Report to the Committee of Management monthly.

6. Technology Officer

- I. The Technology Officer is responsible for all aspects of U3A Kyneton's technology resources especially security both physical and electronic.
- II. The Technology Officer has overall responsibility for the security of U3A Kyneton's data recording systems and their administration.
- III. These include but are not limited to:
 - (a) U-MAS.
 - (b) Website.
 - (c) Social media sites e.g. Facebook, Twitter.
 - (d) Other data recording and storage devices.
- IV. They must work closely with the Privacy Officer and may indeed be the same person fulfilling the two roles.
- V. Other responsibilities include:
 - (a) Advice on password security.
 - (b) Advice on data retention and backups.
 - (c) Advice on hardware and software upgrades.
 - (d) Liaise with U3A technology support groups in particular U-MAS and the website Template teams.

7. Privacy Officer

- I. The Privacy Officer is the first point of contact within the organisation for all matters related to privacy, data security and personal information. They play an important role in promoting an awareness of privacy within the organisation and ensuring that the organisation upholds its privacy and data security obligations.
- II. The Privacy Officer assists U3A Kyneton in complying with the Privacy and Data Protection Act 2014 (Vic) (PDP Act), the associated Information Privacy Principles (IPPs) and our obligations to our Government funding agencies through U3A's Network Services Agreements. The Privacy Officer is responsible for maintenance of U3A Kyneton's Security, Practices and Procedures document and updating it annually.
- III. This position is also to respond to privacy enquiries and complaints from employees or volunteers within the organisation, and members of the public.
- IV. Other responsibilities include:
 - (a) The development of policies around the management of personal information and data security.
 - (b) Appropriate training of volunteers regarding our privacy obligations and data security considerations.
 - (c) Ongoing development and revision of the organisation's Privacy Impact Assessments (PIAs) on a six-monthly basis in line with U3A Kyneton's risk management review processes.

- (d) The coordination with the handling of internal and external privacy enquiries, privacy complaints, and requests for access to, and correction of, personal information.
- (e) Engagement with the Office of the Victorian Information Privacy Commissioner (OVIC) in relation to training and changes to the legislation, regulations and IPPs.

8. Website and Facebook Manager

- I. Is responsible for managing the content and security of the website and Facebook page and to manage the following responsibilities:
 - (a) Plan, implement, manage, monitor, and upgrade the website and Facebook page.
 - (b) Respond to and troubleshoot all website and Facebook issues.
 - (c) Identify and respond to all website Facebook security breaches.
 - (d) Ensure that the website Facebook is protected by enabling the appropriate security measures.
 - (e) Update HTML, CSS and JavaScript regularly.
 - (f) Conduct content audits to eliminate redundant and/or duplicate information.
 - (g) Create appropriate website content aligned to the organization's strategy.
 - (h) Ensure website quality and efficiency by conducting regular test plans.
 - (i) Improve the user experience of the website regularly.
 - (j) Collaborate with all Committee and members to ensure that the website and Facebook pages aligns with brand strategy and meets the organization's standards.
 - (k) Create strategies to grow subscriber base and web traffic metrics.
 - (l) Ensure full compliance on the website with all laws and regulations.
 - (m) Keep up to date with industry best practice and monitor competitor websites.

9. Publicity Officer

- I. To gain greater visibility in the Macedon Ranges community as to our goals and what we provide to the over 55's as follows:
 - (a) Planning publicity strategies and campaigns.
 - (b) Writing and producing presentations and media releases.
 - (c) Dealing with enquiries from the public, the media, and related organisations.
 - (d) Organising and attending promotional events such as media conferences, open days, exhibitions, tours, and visits.
 - (e) Speaking publicly at interviews, media conferences and presentations.
 - (f) Providing clients with information about new promotional opportunities and current PR campaigns progress.
 - (g) Analysing media coverage.
 - (h) Commissioning or undertaking relevant market research.

- (i) Liaising with clients, managerial and journalistic staff about budgets, timescales, and objectives.