

U3A Kyneton Inc. (ABN: 90173975091)

Instrument of Delegation [Ratified by Committee 9 November 2022]

Association Incorporation Reform Regulations 2012

Model Rules – Rule 43

Course Management Subcommittee 2022/3

1. U3A Kyneton proposes the establishment of a subcommittee known as the Course Management Subcommittee 2022/3.
2. Members of the subcommittee will be :
President,
Vice-President,
Course Co-ordinator,
Ged Seddon,
Michael McColl,
- 3 Powers and Purposes of Subcommittee:
To assist the Course Coordinator in the following functions –
 - (a) Source, discuss and recommend courses for the approval of the Committee.
 - (b) Coordinate course dates, times and venues
 - (c) Publish details in the annual course program
 - (d) Work with the Publicity Officer and the Marketing and Communication subcommittee to widely promote U3A and the courses on offer.
 - (e) Liaise with tutors delivering or proposing to deliver courses
 - (f) Schedule new courses as they arise during the year.
 - (g) Organise meetings and workshops for tutors
 - (h) Ensure that accurate and up-to-date information about courses is provided to those responsible for the social media, Wotzon and the website components of U3A Kyneton.
 - (i) Assist tutors with their requirements for courses
 - (j) Provide participants and tutors for feedback
 - (k) Ensure that a subcommittee member or someone from outside the subcommittee with U-MAS experience, submits and maintains the relevant data into U-MAS.

- 4 The subcommittee shall report on its operations to the Committee at each monthly Committee meeting.
- 5 This delegation shall continue to operate during the remaining term of the current Committee
- 6 The following conditions or limitations on the delegation have been imposed by the Committee pursuant to Rule 43(2) of the Model Rules: none
- 7 This delegation came into operation upon ratification by the Committee at a meeting on 9 November 2022.