

U3A BRIGHT DISTRICT

UNIVERSITY OF THE THIRD AGE

good company lifelong learning staying active



BRIGHT  
UNIVERSITY OF THE THIRD AGE

# AGM

## 28th January 2022

At the U3A Management Committee, it was decided to proceed with the AGM on the 28th January 2022.

As is customary the AGM will be held at the Bowls Club in Churchill Ave at 10am until noonish.

The AGM is an important part of our organisation however we are aware that many will be conservative in their social gatherings.

With this in mind the decision was made to have all catering outside in the fresh air and only the formalities inside. They will be as brief as possible!

There will be a COVID marshal attending and you will need to check in using the QR code or sign in manually.

Your vaccination certificate or exemption will be checked - either on your Vic App or hard copy.

Hand Sanitiser will also be to hand and you MUST wear your mask inside.

Social Distancing should also be practiced.

Please consider supporting your U3A Management Committee by coming along.

The Cycling Group will be catering so should be a wonderful variety for you to choose from.

You may be considering giving support by joining the management committee. New members are always welcomed!

There is a nomination form at the end of this newsletter - up for the challenge? Take a look at the position descriptions on the next page. you may find something you like.

Our Constitution has been rewritten and is available on the website

<https://u3abright.org.au/policies/>.

Please have a read. It will be on the agenda for ratification at the AGM.

**JAN 2022  
supplemental**

**Notes for Members  
UMAS**

New systems always have a few things we all need to get used to, even the Bright team who put it together are finding 'stuff' out!

As a renewing member you may have noticed that when you log in for the first time in the new year there is no invoice for membership. This is because you need to enrol in an activity first THEN you will be issued with your membership invoice. As members, you will be enrolling in courses anyway it should not be a problem.

Another bit is that when you pay your membership either online or by over the counter at the Bendigo Bank, there will be a lag time for you to become ACTIVE.

The treasurer checks daily or every couple days at least with the statement and marks you as ACTIVE as soon as reconciled, so please make sure you put YOUR NAME in the reference - just to make it easier to check and mark you off.

At the beginning of February when re-enrolling members are completed, the system is designed to DELETE all memberships who have not renewed.

Some members forget to advise us that they no longer wish to renew or may have moved away so emails continue to go to them.

The automatic deletion of INACTIVE members is to preserve their privacy and keep our system up to date.

If a member subsequently wishes to renew they can simply join up again as a new member.

Annual membership is \$30 and joining after July \$15, Associate membership \$5.

## Position Descriptions - Committee

### CONVENOR COORDINATOR

1. Develop and maintain a positive working relationship with all convenors
2. Liaise between convenors and committee
3. Keep convenors informed of committee decisions
4. Inform convenors in a timely manner of any changes/ impacts to the safe and effective running of their classes/ activities
5. Creating & managing courses within core U-MAS. As part of UMAS team, training, assisting & supporting convenors in use of UMAS for courses, membership and communication.

### WEB ADMIN

1. Update website template/operating system as needed
2. Maintain pages with up to date information
3. Ensure security is maintained
4. Keep all images up to date and relevant
5. Maintain news page with relevant info - see covid updates
6. Ensure backend info integrity is maintained
7. Create/update member documents as required.
8. Create yearly Courses Booklet.

### NEWSLETTER

Newsletter is compiled and distributed at least 2 weeks before AGM and quarterly coffee morning

1. Collect news/articles for newsletter
2. Request Presidents Report in a timely manner
3. Prioritise articles and do layout
4. Distribute through U-MAS to membership and network

### U3A Rooms BOOKING OFFICER

1. Keep a diary of times the rooms are being used
2. Respond to enquiries about room bookings
3. Decide on suitable charges for each user
4. Notify Treasurer to send invoice

5. Arrange entry to the building and brief on our requirements (locking up, COVID)

6. Contact regular users to confirm their use

*Liaise with regular external users*

*Inform Committee of all up to date booking information – dates/times/contact person etc.*

*Keep record of 5 keyholders for the building - currently:*

Key 1 Kim

Key 2 Roy

Key 3 Rosemary

Key 4 Linda

Key 5 Marianne

### Sub committee for coffee mornings:

1. Organise and maintain duty roster
2. Organise and manage guest speakers for our (3) coffee mornings on last Friday of school terms 1,2,3
3. Book Bowls Club (or other venue) and pick up key for entry. Return key after event
4. Arrive at bowls club (or other venue) at 9.30 for 10am start
5. Take photos of table layout for accurate restitution
6. Provide tea, coffee & sugar from HQ and purchase milk for coffee morning
7. Coordinate the clean up and restitution of venue post meeting & ensure premises are locked upon exit.
8. Arrange THANK YOU for guest speaker

### HQ Supply officer

A committee member to maintain supplies of photocopy paper, office essentials, COVID requirements such as hand sanitiser, cleaning materials etc.

At least once per month, this officer will check the supply levels of the above requirements and make purchases to re supply where necessary.

The supply officer will copy receipts and give original to treasurer for reimbursement.

## UMAS Member Log in

1. Go to <https://u3abright.org.au> website and click LOGIN top right corner of top menu
2. Click on Log In in the sidebar or large icon and fill in your member number and password
3. Once logged in your My Membership screen will show your details. Please check that they are up to date
4. To enrol in a course/activity, go to the menu on the left and click on Courses/Activities.
5. Find the course you wish to enrol in and click on it. An expanded view will appear with details of frequency, dates, tutor and location and If the course will accept any further enrolments. It will also show current capacity, how many in the class and if there is a waitlist.
6. When satisfied with selection click on Add to Cart
7. Once your selection is made click on the cart at the top of the screen.
8. Check to see that your selection is correct and press CHECKOUT
9. You will be issued an INVOICE from U3A Bright for your membership and if there is a fee for a course (not usually!).

There is a full illustrated document on the website to further help you

<https://u3abright.org.au/members-information/>. Choose Course Enrol

When you receive your invoice for membership you may make payment by direct deposit or over the counter at the Bendigo Bank.

**Bank:** Bendigo Bank

**BSB:** 633000

**Account Number:** 117560979

**Account Name:** Bright U3A

**Reference:** Your name and membership number

If paying online please retain your receipt.

Please ensure that payments are made during January before courses commence.

The treasurer will be reconciling all payments via bank statement then marking you as an ACTIVE member of Bright U3A.

As an INACTIVE member (payment not received) you will be unable to attend any courses.

Vaccination certificates have been sighted and registered into the system.

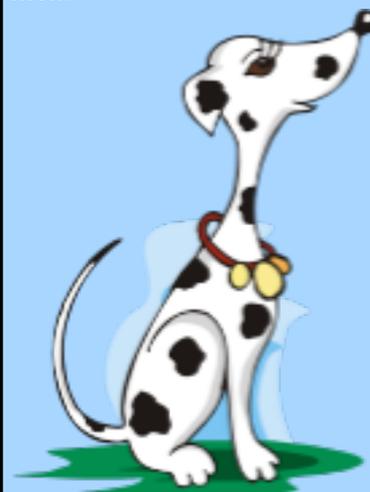
In keeping with Government Regulation some courses may have limited numbers or have other restrictions in place.

Familiarise yourself with your course's specific regulation.

*A nursery school teacher was delivering a station wagon full of kids home one day when a fire truck zoomed past. Sitting in the front seat of the fire truck was a Dalmatian dog. The children fell to discussing the dog's duties.*

*"They use him to keep crowds back," said one youngster.*

*"No," said another, "he's just for good luck."*



*A third child brought the argument to a close. "They use the dogs," she said firmly, "to find the fire hydrant."*

**Nomination Form for Committee Positions**

Return to the Secretary, Bright U3A Inc, PO Box 458, Bright 3741  
by 26<sup>th</sup> January 2022 or hand in at the AGM 28<sup>th</sup> January 2022

**Bright District**



Bright District U3A Inc. Reg A0043327J

**Nomination for 2021 Committee**

I nominate.....(name) for the position of.....

Proposer..... Seconder.....

*Print name*

*Print name*

Signature.....Signature.....

I .....accept the nomination. Signature.....

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