

# From the Editor

Happy New Year Everyone!

2022 is here at last! What a roller coaster the last two years have been but it is looking like we are in for a bit more. With the majority of us vaccinated let us hope that we get through this trying time stronger and more resilient.

Our U3A has seen a major change in how it operates, the main one being that all memberships are now online. We can't ignore the digital world so should embrace it especially for what it can make easier for all of us. I know that it can be frustrating to have to learn new things sometimes but isn't that what U3A is all about?

The new system, U3A Membership Administration System or UMAS for short, will mean a change - for the better! - in workload for the Treasurer and the Convenor Coordinator as well as myself in managing the Website.

We are planning to establish some short courses and these will be available for enrolling using the system. Covid means that we need to adhere to various rules and regulations but these will be clear when enrolling in a short course. There may be limits on numbers because of them and this will be managed within UMAS. If this happens there will be a 'wait list' for a particular course or even the possibility that a second course is run.

For members who are unable to do their enrolment online we will have someone at the AGM to do for you. We also plan to be at U3A HQ on Monday 31st January 9-11am to catch up with you if you can't make it to the meeting.

As is customary at this time of year, the AGM will be held on the 28th January 2022. All positions become vacant and an election of officers takes place.

If anyone thinks that they may like to sit on the management committee put your hand up! I have included a list of positions and the responsibilities for each. Except for President, Secretary and Treasurer which I am sure everyone is familiar with.

The current committee has been working on a revision of our Rules of Incorporation. This is scheduled to be tabled at the AGM. There will be a copy on the website - have a read and make any suggestions you feel may be necessary. Hopefully this can be ratified at the AGM.

We also have two activities that we need convenors for. Casual Walking and Deckers. These activities have been ably run by Cathy Eldred and Janette Ford who have over twenty years between them and think it is time for someone else to have a go. Why not YOU? It can be very rewarding and enjoyable.

Stay Safe everyone and see you at the AGM.

Helen

## U3A BRIGHT Convenors positions available

With a combined total of over two decades volunteering between them, Cathy Eldred and Janette Ford have decided to pass on the baton for their respective groups, CASUAL WALKING & DECKERS.

If any members out there are interested in coordinating and running either of these two activities, please contact Convenors' coordinator, Marianne Dredge - [courses@u3abright.org.au](mailto:courses@u3abright.org.au) – for more information.

On behalf of all members of Bright U3A, we would like to express our thanks and appreciation for the invaluable contribution made by Cathy and Janette.

## 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. Place coffee morning notice sandwich board on median strip in Ireland Street the day prior to event and return to HQ after coffee morning.
3. Organise and manage guest speakers for our (3) coffee mornings on last Friday of school terms 1,2,3
4. Book Bowls Club (or other venue) and pick up key for entry. Return key after event
5. Arrive at bowls club (or other venue) at 9.30 for 10am start
6. Take photos of table layout for accurate restitution
7. Provide tea, coffee & sugar from HQ and purchase milk for coffee morning
8. Coordinate the clean up and restitution of venue post meeting & ensure premises are locked upon exit.
9. 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.

He will copy his receipts and give original to treasure for reimbursement.

**DUTIES - AGM and COFFEE MORNINGS**

All members of duty group/s to arrive at venue - Bright Bowls Club, Churchill Avenue Bright- by 9.40 for 10am start.

Take phone photo of table & chairs layout upon arrival so all can be replaced correctly after our coffee morning/meeting.

-Place one table at entry point where members can sign in

-Place 2 tables across front of hall

-Bring plate of food to share. Keep covers in case left over food to be taken home

- In kitchen, fill urn with water.

-Set up urn on table under servery area in hall & bring urn to boil

-Put out tea bags, coffee, milk, sugar, cups, spoons & bowls for used teaspoons.

-Place bin next to urn table for used teabags

-At conclusion of meeting, collect all bowls club dirty dishes, wipe down all the tables. Wash, dry & put away dishes in kitchen.

-Wipe down sinks & hang up teatowels

-Vacuum the floor

-Restore tables & chairs to their previous layout

Don't forget to take your OWN plates home!

Coffee morning subcommittee members, HEATHER KELLY & KEVIN HANCOCK & other committee members will be in attendance to assist you. Please do not leave before clean up finished.

Thanking you in anticipation.

**VALE  
Barbara Hamilton**

Barbara Hamilton, Convenor of Canasta and Mah-Jong for many years, passed away late last year after of long illness.

On behalf of Bright U3A we would like to offer our sincere condolences to her family.

**Duty Roster  
Bright U3A AGM**

The AGM for Bright U3A will be held on

28th January 2022 at 10am  
Bowls Club, Churchill Ave, Bright

The group on duty will be.....

**CASUAL CYCLING**



## 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.



**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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