

# News from Central Office



Sydney U3A Website:

[www.sydneyu3a.org.au](http://www.sydneyu3a.org.au)

July 2018

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- How Does Sydney U3A Function.

### WE'RE MOVING!



As the current lease on our Central office at 36 Carrington Street, Sydney will expire in September, with no option to renew, we will be moving to Market Street in August /

September. More details to follow shortly .....

### WANTED:

We are urgently seeking a person who has skills in PR and/or marketing or advertising to help promote Sydney U3A.



Are you someone with:

- Creative ideas to ensure a bright future for Sydney U3A??
- Can you think beyond the traditional to expand our horizons??
- Do you love to work with people and technology?

We would love to hear from you .....

Please contact Barbara Boston on 9417 2967  
[president.sydneyu3a@gmail.com](mailto:president.sydneyu3a@gmail.com)

### **CENTRAL OFFICE – HOW DOES IT FUNCTION AND WHAT HAPPENS THERE?**

Have you ever wondered how this wholly volunteer-run organisation with over 6,000 members operates?

Whilst the regions self-manage with individual committees, Central Office sets policy and procedure.

U3A is a not for profit organisation. Sydney U3A is managed by a Board of Management comprising the executive team and a representative from each regional committee. The Board meets monthly.

### **The Executive Team:**

#### **President: Barbara Boston**

provides overall leadership and direction and in conjunction with the executive team, establishes corporate governance, policy and procedure and ensures compliance.



In addition to presiding over Board meetings, her role as President has a variety of responsibilities. She is expected to review and understand the organisation's constitution, by-laws, financial and legal situation and strategic plan.

As U3A's ambassador, Barbara acts as a spokesperson to the larger community. She speaks in public on behalf of the organization and advocates for the cause.

Barbara also liaises with U3A Network and regional Presidents to further U3A's mission and charter and assist where necessary.

[president.sydneyu3a@gmail.com](mailto:president.sydneyu3a@gmail.com)



#### **Treasurer: Marilyn Noonan**

manages Sydney U3A's finances and reports monthly at Board meetings.

Marilyn sets overall budgets, oversees regional Treasurers, who submit their annual expenditure budgets for approval. Marilyn pays the bills (licenses, insurances, rents and utilities) and manages membership payments. She is supported by office volunteers Dora Ng and Lai Ying Chu.

Membership fees are the main income source and rents the biggest expenditure

[sydu3a.treasurer@gmail.com](mailto:sydu3a.treasurer@gmail.com)



**Vice President (Education):**  
**Dianne Ekert**

U3A charter is to provide and foster life-long learning in a relaxed and informal manner to people in their 3<sup>rd</sup> age – that period of our lives that embraces renewal, reinvention and redirection.

Dianne's role is to develop educational policy and to build relationships with educational institutions such as universities and TAFE colleges. With her team of editors and proof readers, she oversees the development, compilation, editing and publication of the course book.

Dianne also collaborates with the regional course co-ordinators and generally provides support to regions as and when required.

[vpeducation.sydneyu3a@gmail.com](mailto:vpeducation.sydneyu3a@gmail.com)



**Secretary :** Jennifer Hawkins is also Public Officer.

Jenny is responsible for ensuring meetings are effectively organized and conducted. She prepares agendas for monthly board meetings and the AGM. She also takes and distributes the minutes for those meetings and ensures compliance with statutory and regulatory requirements.

Jenny deals with correspondence and writes and distributes this newsletter.

[secretary.sydneyu3a@gmail.com](mailto:secretary.sydneyu3a@gmail.com)

**THE OFFICE VOLUNTEERS**

The office volunteers are a group of members who work in central office on a daily roster system – one day a week or fortnight, from 10am to 1pm.

The volunteers administer the membership system (My U3A) and perform day-to-day tasks such as phone enquiries, sending out additional course books and membership cards, check and respond to emails and other tasks necessary to keep the organization running smoothly.

Whilst there are too many to name individually, they are the heart and soul of Sydney U3A and contribute massively to ensure the organisation functions on a day to day basis.

