



# THE U3A HERALD

AGM 2012 EDITION

DECEMBER 2011

A NEWSLETTER FOR KEMPSEY MACLEAY VALLEY U3A INC

[Http://www.kempseymacleayu3a.org](http://www.kempseymacleayu3a.org)

[Email.info@kempseymacleayu3a.org](mailto:Email.info@kempseymacleayu3a.org)

Phone: 0432 244108

## **PRESIDENT'S ANNUAL REPORT 2012 - David Chamberlain**

It's been an interesting year for our organisation. The committee has investigated three locations to set up a permanent base. All three proved to be unsuitable. When all the factors were taken into account our current location at Tozer Street suited our requirements best.

The expansions to South West Rocks, Crescent Head and Stuarts Point are progressing slowly and no doubt will find their own levels of involvement. It is good to see the enthusiasm of the membership involved.

Our membership numbers are now 380, up some 30 on last year. There were 242 returning members and 127 new members. We averaged about 40 classes per term, most were well attended and appreciated by the participants. In keeping with the accepted guidelines that all KMVU3A Class Leaders are volunteers and that no Class Leader be paid, the Committee decided that in order to be fair to all, as of Term 4 all classes would adhere to those guidelines.

Members of the committee attended two Cluster Meetings at Port Macquarie and Taree this year. The meetings were organised by the Mid North Coast representative on the NSW U3A Network Committee and proved to be very interesting. New and different ideas were discussed and it was confirmed that mostly we have got it right. Port Macquarie U3A will be holding the NSW U3A Network Conference in March 2012;

it would be good to see a large turnout of our membership. The conference is always interesting and the accompanying workshops always enjoyed. More information will be sent out prior to the Conference. I encourage everyone to consider attending.

The KMVU3A Committee is still the best committee I have ever worked with; they are a talented and enthusiastic group who work hard at having the organisation run efficiently and smoothly. All the members of the committee assist each other and readily volunteer to assist with work outside their individual responsibility. They make the job of President easy, if only they wouldn't all talk at once at meetings! At this AGM motions will be put to the meeting to confer Life Membership on Tony and Janet Hodge. I recommend passing the motions. Tony and Janet not only run our computer classes, they put in many hours ensuring that things happen on time. Thank you Tony and Janet for all your work over many years.

Thank-you to the volunteers who assist in so many ways. They jump in cheerfully and help in the smooth running of events and particularly at the Enrolment Days.

As always it is the Class Leaders we all need to thank for their dedication and work in putting on the classes. Thank you for sharing your knowledge and extending other's knowledge in the process.

Kempsey Shire Council has

supported us this year as they always have. They are receptive to our requests and helpful where possible. Thank you Council.

The Kempsey Macleay RSL Club has continued its support as it has from the beginning. As our numbers have grown and our need for space has expanded for enrolment days, they have never hesitated to offer more space and advice. Thank You.

It was very sad that we lost a foundation member and great supporter in Janet Hayes who passed away last October, The Kempsey Macleay Valley U3A offers its condolences to Janet's family and friends. We too are sad for her passing.

As I complete my second year as President and move on as the constitution requires, I believe the future for KMVU3A is bright and secure.

Finally thankyou the membership. Your enthusiasm, support and good humour make it all worthwhile.

## **MY 3 YEARS ON YOUR KMVU3A COMMITTEE.**

*Maree Taylor*

Having not previously been on a committee, my first year which was as Vice President was a learning curve but I was made to feel very welcome and given plenty of assistance in learning the ropes. In my second year I moved into the role of Treasurer, another challenge made enjoyable by a very co-operative & realistic committee.

As is required by our constitution I must retire as Treasurer after 2 years so have decided to take a break. So anyone looking to give something back to this wonderful organisation, do yourself a favour and think about a position on committee.

### **1<sup>ST</sup> TERM ENROLMENT DAY**

**MONDAY**

**30<sup>th</sup> January, 2012**

**11.30 am until 1.30pm**

**KEMPSEY MACLEAY RSL CLUB**

### **2012 KEMPSEY MACLEAY VALLEY U3A INC. ANNUAL GENERAL MEETING**

**KEMPSEY MACLEAY RSL CLUB**

**Monday: 30<sup>th</sup> January 2012**

**\*Sign in... 10.15 am**

**\*Meeting....10.30 - 11.30am**



## KEMPSEY MACLEAY VALLEY U3A

P.O Box 3666

KEMPSEY NSW 2440

<http://www.kempseymacleayu3a.org>

Phone: 0432 244108 EMAIL: [info@kempseymacleayu3a.org](mailto:info@kempseymacleayu3a.org)

### **Notice of Kempsey Macleay Valley U3A Incorporated Annual General Meeting**

The Management Committee of Kempsey Macleay Valley U3A Incorporated gives notice of the Annual General Meeting. The meeting will be held on:

**MONDAY 30th JANUARY 2012 at Kempsey Macleay RSL Club at 10:30 AM.**

**This AGM Edition of the Newsletter includes your copy of:**

**AGM Agenda**

**Committee Position Description**

**2012 Committee Nomination form**

**A copy of these documents is also available from our website: <http://www.kempseymacleayu3a.org>**

If you wish to nominate someone for a position on the committee your nomination form must reach the Secretary by close of business on FRIDAY 13<sup>th</sup> JANUARY 2012

*The committee thanks you for your support in 2011 and looks forward to your attendance at the AGM.*

*Jill Marriott Secretary*

### **ANNUAL GENERAL MEETING AGENDA**

Members sign in and receive ballot papers.

Meeting Opened.....

Welcome

Present as per sign-on sheets

Apologies

Minutes of the Previous AGM (2nd February 2011)

President's Report

Treasurer's Report

Nomination of auditor for the Year 2012

Ratification of Membership Fee

Ratification of the Dollar Value for Major or Unusual expenses

Nomination of the 4 committee positions to act as signatories on the KMVU3A Inc's Cheque Account-General Business

Motion: That Life Membership of Kempsey Macleay Valley U3A Incorporated be conferred on Tony Hodge for services to the Association.

Proposed by: D. Britten

Seconded by:

Motion: That Life Membership of Kempsey Macleay Valley U3A Incorporated be conferred on Janet Hodge for services to the Association.

Proposed by: D. Britten

Seconded by:

Standing down of Old Committee

Retiring President's introduction of Independent Returning Officer

Introduction of the 2 Independent Scrutineers by the Returning Officer

Election of Office Bearers and 5 Committee Members

Announcement of Nominees

Voting for New Committee

Announcement of New Committee for Year (2012)

Returning Officer to hand over to Incoming President

Thanking of Returning Officer and Scrutineers

Meeting Closed .....

## 2012 Committee Job Descriptions.

### **PRESIDENT**

Chair meetings

Ensure the overall running of the association is in accordance with the constitution, by-laws and objectives of the association.

Maintain a general overview of U3A

Promote the image and day-to-day activities of U3A when the opportunity arises.

### **VICE PRESIDENT**

Carry out the duties of the President when required

Act as Public Relations Officer and in that capacity be responsible for promoting the image and activities of the association at all appropriate opportunities

Act as official spokesperson for U3A and in that capacity be aware of and voice the official policies and views of the Committee and bring such matters to the Committee's attention when an official policy is likely to be required.

Act as Submissions Officer

### **SECRETARY.**

Act as the Public Officer.

Maintain up to date records of all Members details, committee appointments and attendance of members at committee and general meetings

Be responsible for all official communications.

Organise all meetings of the association and notify the correct persons to attend.

Be responsible for the make-up and distribution of Agenda and minutes of all meetings

Should have access to a computer and basic Word Processing Skills and Internet Access

### **TREASURER**

Collection and receipt of all money and authorised payments

Responsible for maintaining all financial records

Provide up to date financial information

Should be familiar with MYOB

Have Internet Access

Be responsible for the correct operation of the petty cash system

### **NEWSLETTER EDITOR**

Collect/edit/write articles for the newsletter

Compile, Print & Assemble master copy of Newsletter

Organise the printing, collating and mailing (Australia Post & Email) of Newsletter

Liaise with IT Officer for electronic distribution of Newsletter.

Should have computer skills (Desktop Publishing)

### **COURSE CO-COORDINATOR**

Actively seek ideas for new classes from the general membership.

Talk with prospective Class Leaders regarding courses for U3A.

Provide support to Class Leaders as required.

Maintain Class Leaders' contact list

Locate and match suitable venues to Class Leaders, class requirements and timetable

Update committee on class programs

Organise Term timetable for inclusion by end of term newsletter deadline.

### **ASSISTANT SECRETARY/TREASURER**

Fill in for the Secretary and/or Treasurer at meetings as required and assist Treasurer on enrolment days

Act as Membership Secretary -Send out membership packs to any enquiries.

Should have Internet Access.

### **EVENTS CO-ORDINATOR**

Be responsible for liaising with the Committee and the organisation of the following

Social Functions: - End of term functions; Group Outing and Class Leader Get-togethers

4 Enrolment Days

AGM/Special Meetings

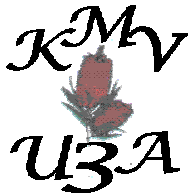
Catering for all classes (Morning Tea supplies)

### **IT OFFICER**

Be responsible for the liaising between the committee and those non-committee members responsible for publicity and the Web-Master.

Create and maintain the masters for all KMVU3A's Proforma which include:

|                           |                                |
|---------------------------|--------------------------------|
| <b>Class Leaders Pack</b> | Brochures                      |
| Covering Letter           | Enrolment Forms                |
| Class Leader Guidelines   | Membership Forms               |
| Venue Sheets              | <b>Templates</b>               |
| Incident report sheets    | Badges                         |
| Class Lists               | Mail out labels                |
| Class sign in book        | Newsletter                     |
| <b>Stationery</b>         | Enrolment day banners          |
| Letterhead                | End of Term flyers             |
| Agenda Letterhead         | Class Leader Invitations-      |
| Minute letterhead         | Lunch/Morning Tea, End of Term |



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Phone: 0432 244108

### **2012 KEMPSEY MACLEAY VALLEY U3A INC AGM**

**DATE: Monday 30th January 2012**

**⌚ TIME: 10.30 AM**

**&**

**1<sup>st</sup> TERM ENROLMENT DAY**

**⌚ TIME: 11.30 AM**

**• VENUE: Kempsey Macleay RSL CLUB**

*If undelivered please return to*  
**KEMPSEY MACLEAY VALLEY U3A**  
**P.O.BOX 3666**  
**WEST KEMPSEY NSW 2440**

### **Change of Details**

**If any of your details have changed please fill out the following send it in along with your end of term function acceptance (on reverse of this page) or post it to:**

**MEMBERSHIP SECRETARY**  
**KEMPSEY MACLEAY VALLEY U3A**  
**P.O.BOX 3666, WEST KEMPSEY 2440**

**NAME**.....

**ADDRESS**.....

**POSTAL ADDRESS**.....

**EMAIL ADDRESS**.....

**PHONE**.....**MOBILE**.....

**SIGNATURE**.....