



29 May 2018

Caboolture U3A Inc.

PO Box 1125 Caboolture QLD

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Cabooltureu3a.org.au

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NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 2018 Annual General Meeting of the Association will be held on **Friday 29 June 2018 at 1.00pm.**

The Riverside Cottage

Corner Short and William Streets - Caboolture

All Members are cordially invited to attend the 2018 Annual General Meeting. This is your opportunity to elect the members of the Management Committee of Caboolture U3A Inc. Nominations are invited for the following positions on the Management Committee:

- **Positions Vacant**

President

Vice President

Secretary

Membership Secretary

Treasurer

Assistant Treasurer

Program Co-Ordinator

Volunteer Co-Ordinator

Tutor Co-Ordinator

Cottage Co-Ordinator

General Committee Member – up to two positions

Nominations for the positions must be:

(i) in writing;

(ii) on the prescribed form provided for the purpose;

(iii) nominated by a member of the Caboolture U3A; seconded by a Caboolture U3A member and

(iv) signed by the nominee (who must be a Member) expressing his or her willingness to accept the position for which he or she is nominated.

Nominations for all Committee positions must be received by the Secretary at least fourteen (14) days prior to the Annual General Meeting and are to be sent to Post Office Box 1125 Caboolture Qld. 4510 or can be handed in at the U3A Riverside Cottage; 9-21 Short Street, Caboolture.

The meeting will be followed by refreshments served at the *Riverside Cottage*.

The Agenda and Nominations for Committee positions, together with the Annual Report, will be listed on our website and displayed at the *Riverside Cottage* office for the 14 days prior to the meeting. Further information, nomination forms and proxy voting forms can be obtained by contacting the Secretary at our email address: info@cabooltureu3a.org.au or at the *Riverside Cottage*.

Regards

Wendy Sanders

President ~ Caboolture U3A Inc.

CABOOLTURE U3A Inc. MANAGEMENT COMMITTEE 2018 NOMINATION FORM

(Incorporated under the Associations Incorporation Act 1984)

I, _____ Membership No. _____
(Please print full name of nominating member)

_____ Date / /
(Signature of nominating member)

as a member of Caboolture U3A, hereby nominate (please print) _____

Membership No. _____

for the position of :

- President
- Vice-President
- Secretary
- Membership Secretary
- Treasurer
- Assistant Treasurer
- Program Co-Ordinator
- Volunteer Co-Ordinator
- Tutor Co-Ordinator
- Cottage Co-Ordinator
- General Committee Member – up to two positions

Please tick relevant position

Seconded by _____ Membership Number _____
(Please print full name)

Signature _____ Date: _____

I, _____ accept the nomination.
Please print full name

In the event of my election as a Committee Member, I agree to be bound by the rules of the association for the time being in force.

Signature of Nominee

Date

Nominations must be received by the Secretary at least fourteen (14) days prior to the Annual General Meeting – 15 June 2018. They may be handed into the *Riverside Cottage* 9 – 21 Short Street Caboolture or posted to Post Office Box 1225 Caboolture Qld 4510

BRIEF OUTLINE OF MANAGEMENT COMMITTEE POSITIONS

President	Represents Caboolture U3A as required. Chairs Management Committee Meetings. Oversees Future Planning and Development Projects. Monitors overall performance and progress of the organization. Ex Officio on all committees.
Vice President	Assists President as required. Chairs Management Committee Meetings during the absence of the President. Works with the President on future planning and development projects.
Secretary	Attends to all incoming and outgoing correspondence. Ensures all the legal requirements of an incorporated association are addressed through the Office of Fair Trading. Records the minutes of Management Committee Meetings and other meetings as required
Membership Secretary	Maintains relevant data bases – membership and class lists. Monitors membership fee payments Produces and distributes membership badges. Responds to membership enquiries and distributes information relevant to the membership such as programs and newsletters
Treasurer	Maintains accounts records. Reconciles and banks all monies paid to the organization. Arranges payment of invoices. Identifies and engages appropriate auditor/s.
Assistant Treasurer	Assists the Treasurer as required.
Program Co-Ordinator	Works as part of a team in the development of current and potential classes. Assists in the scheduling of classes. Identifies appropriate venues for classes. Makes relevant bookings for offsite classes.
Tutor Co-Ordinator	Works with the Program Co-Ordinator, liaises with Tutors in the scheduling of classes. Conducts Tutor's meetings.
Volunteer Co-Ordinator	Assist with the recruitment and development of volunteers to provide administrative assistance as required. Manage the rostering, training and support for volunteers as required.
Cottage Co-Ordinator	Manage stock control of refreshments for on and offsite venues. Manage the mowing program with the appointed contractor, Arrange for annual tagging of electrical equipment. Obtain quotes for pest control when required.
General Committee Member (Up to two positions to be elected)	A general committee member supports the designated committee positions in the broader activities of the association. This may include sub-committee involvement or as an assistant to the designated committee position holders. It is expected that general committee members are prepared to assist as required in less structured or one-off activities

These brief descriptions are meant to serve as a guide. Please feel free to contact any of the current committee members should you require further details.