



November 2020

Welcome from the President

In the Annual Report last week, it was forecast that I will issue an E Bulletin following the Network Management Committee Meetings.

This is the first.

The Network held a “face to face” meeting in Sydney on 28 October. This was the first time we actually met together in this manner since February this year. All other meetings had been organised by Zoom, originally chosen as a cost reduction measure. This decision was made before the onset of COVID-19.

As a follow up to that meeting and to clarify certain issues we again met by Zoom on 10 November. This is a review of both meetings - it excludes administrative matters.

At each meeting, the committee receives and considers reports from: -

The Executive, President, Vice President, Secretary and Treasurer (acting)

Regional Representatives, and,

Sub-committees and Working Parties - Newslink Editor and Web Administrator.

Pertinent issues discussions/decisions made: -

An example of procedure for a checklist for Home Based Courses prepared by U3A Southlakes Inc., with commentary by Network would be made available to U3As

The resignation of Denise Challis as Treasurer was received.

The Network would recommend to member U3As that no charge for membership be made nor the AGM levy for 2021 in recognition of the financial impact COVID has had on all member U3As. To achieve this end and comply with our constitution a SGM will be held so member U3As can vote on the motion. Phil Warren, Network's Web Administrator, has been appointed Returning Officer, a position he held for the previous SGMs.

The Network had received a letter from U3A Hawkesbury Inc. as to two issues concerning the recent resignation of the Treasurer and the cost of the Website renewal and hosting contract. The letter had been circulated to Member U3As. This concern had been replied to by letter. The contents of the letter in reply had been challenged as to their accuracy. The Network had at the meeting confirmed its original advice to U3A Hawkesbury and had called for an apology and withdrawal of the remarks made. This issue is an issue that would normally be dealt with in the committee, but comment is made as a result of the publication given by U3A Hawkesbury to Member U3As.

Denis Simond was invited to fill the casual vacancy for South Coast Regional Representative following the resignation of Robin Hodgins for reasons of health. Denis has accepted that role.

Various committee, sub-committee and working party positions were identified together with the independent role of Financial Reviewer. It was agreed that this should be subject of an E Bulletin to members.

Web attacks on U3A websites from overseas countries has led the Network to recommend that 'Webhive' block certain countries at her discretion in the need to ensure better security for our websites.

A budget for 2021 Conference being held at Wagga Wagga has determined a full registration fee for the conference be \$125 and a One Day fee be \$70 for attendance on Tuesday for the workshops and forums. The Network has agreed to partner with UNSW to support their science presentations in regional NSW by hosting &/or promoting these events in yet to be designated country towns.

The Network has been approached by the Nossal Institute of Global Health at Melbourne University to seek help in promoting their “How Are You Going?” online survey. It is a study to assess the impact of the COVID-19 pandemic on the overall well-being and economic circumstances of individuals and households across the globe. The research will explore how large these impacts are, how they vary across individuals, by their social and economic circumstances, and over time. The survey will take about 10-15 minutes to complete and is available in 22 languages. To participate go to the link:

<https://mbspgh.uni.melb.edu.au/how-are-you-going/>

Laurene Mulcahy

President

The vision of the Network is to promote the U3A movement, provide services to our members and represent them through partnership and collaboration.

VOLUNTEER YOUR SERVICES INTEREST and SKILLS

Like all volunteer organisations the Network needs volunteers with particular skills. This is a call for help to assist in continuing and improving the services the Network provides

Independent of the Network Committee

Financial Reviewer.

This is a new role with the Network. The role is to provide members with an independent review of the Annual Financial Statements.

There is no requirement under the appropriate legislation for the Network to appoint an auditor. The Network Committee, as a matter of prudence and good governance, has determined that the Annual Financial Statements be subject to review. It is not a formal audit.

The reviewer will be asked to conduct a review to enable an opinion to be stated that the Financial Statements reflects the financial position of Network and the financial performance over the 12 months.

Please contact u3answ.sec@gmail.com with brief details and supply a contact phone number so we can discuss more details

Network Committee Positions

1. Secretary

The role of Secretary is a busy position requiring regular and timely attendance.

Ideally the position requires past experience as a secretary with a strong administration background. A good understanding of the statutory and regulatory requirements of Associated Incorporations and committee governance.

Specific functions include,

In consultation with the President, to ensure the proper functioning of the committee in its meetings providing timely agendas and reports and minute of their deliberations

To act as a member of the Executive Committee.

To provide to the committee guidance on statutory, constitution and reference to past historical Network decisions, authorised procedures, and published guides. Please contact u3answ.sec@gmail.com with brief details and supply a contact phone number so we can discuss more details

2. Treasurer.

The role of the Treasurer of the Network is to,

Manage and record the Network's financial dealings and provide in a timely way

Financial reporting to the Network Committee for their regular meetings

Prepare an Annual Budget and monitor performance.

Annually, or as called on to do, Financial Statement, comprising of Income and Expenditure Statements and Balance Sheet.

Manage the Insurance portfolio, this may be with the assistance of a volunteer

Liaise with the various Copyright Agencies.

Ideally the applicant will have a previous accounting background knowledge of accounting software, e.g. MYOB and have spreadsheet skills.

Please contact u3answ.sec@gmail.com with brief details and supply a contact phone number so we can discuss more details

3. Regional Representatives

Vacancies exist for Regional Representatives in the Mid North Coast and the Central & Far West Regions. The following link provides details of the role of a Regional Representative.

https://nsw.u3anet.org.au/wp-content/uploads/Regional_Representative_Role_20201119.pdf

Individual U3As in those regions are able to submit candidates for a Regional selection process developed by the Network. That process may be accessed by the following link:

https://nsw.u3anet.org.au/committee_vacancies/

Please contact u3answ.president@gmail.com with brief details and supply a contact phone number so we can discuss more details

Delegations

Communications/ Publications Coordinator

This is a role for someone with previous communications, publicity, or marketing experience.

Network communicates with its members in a variety of manners which includes a quarterly Newslink.

The role is to coordinate Network information to members ensuring quality and clarity of the message using all possible avenues. A need also exists to promote U3A to Governments over the three tiers, organisations, and the broader community.

Please contact u3answ.vp@gmail.com with brief details and supply a contact phone number so we can discuss more details

U3A NSW Website Administrator

Maintain the Network's website, develop content as required by the Executive. Proactively ensure that the website stays on message and provides the U3A message to the Network's membership and the wider community.

Skills: Ability to effectively use the WordPress CMS to set-up and deliver web-content. Previous experience with WordPress or similar systems.

Please contact u3answ.webadmin@gmail.com with brief details and supply a contact phone number so we can discuss more details.

U3A NSW Multisite Mentor/Support (40 sites)

Provide training and first line advice on site layout and content for U3A Multisite Web-Admins as needed.

Interface between U3A Member(s) and 'Webhive' on system maintenance related matters (e.g. service unreliability or failure).

Skills: Ability to effectively use the WordPress CMS to set-up and deliver web-content and to mentor, train and assist the 'family' of U3A Web-Admins in the acquisition of the skills required for local site maintenance. Good knowledge of software applications; and the preparation of images and documents for web deployment.

Please contact u3answ.webadmin@gmail.com with brief details and supply a contact phone number so we can discuss more details

IT Equipment Support

Specifically to assist the Network Committee on setting up and using computers and other technologies including the Network archive (box.com). Oversight the security of the technology and the use of passwords etc.

Skills: Good knowledge of (Windows based) software applications and personal computers. Willingness to mentor Committee members to ensure that they can be effective users of the technologies applicable to their role.

Please contact u3answ.webadmin@gmail.com with brief details and supply a contact phone number so we can discuss more details.

Please feel free to share this E-Bulletin with other members of your Committee, and invite them to subscribe here so they can receive our communications directly themselves. We welcome feedback about anything contained in this E-Bulletin - you can contact us by [clicking here](#).

If you no longer wish to receive E-Bulletins you may unsubscribe [here](#), but we will be sorry to see you go!

U3A is about sharing knowledge and great ideas. If you have something newsy and shows the diversity of our U3As, please contact our Publications Editor, Ainslie Lamb, at ainslie2518@gmail.com

Until the next E-Bulletin,
Enjoy your retirement with U3A,

Laurene Mulcahy
President

U3A Network NSW Inc.

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