

Tuesday 3rd November 2020

**NOTICE OF ANNUAL GENERAL MEETING of U3A KNOX INC.**

To be held **Friday 27th November 2020, 10.30am**

Dear U3A Knox Member,

You are probably aware that we are an incorporated association which means that we must follow the legal guidelines set out by Consumer Affairs Victoria and our own constitution. These rules include that:

- We must hold an AGM before the end of November. We applied for an extension but it was not granted.
- We must have a quorum of at least 50 members present.
- 50 people cannot meet in person therefore we must use electronic means.

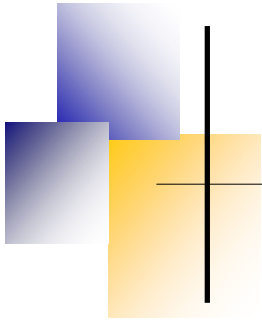
We understand that this may preclude some members who don't have access to the internet. We hope that they can, if they choose, sit with a family member or friend who does have the technology. We apologise to all of you for the extra effort required in the online process, but we do need your support and ask you to follow it through.

**Business to be conducted at the AGM:**

1. Apologies
2. Approval of Previous Minutes
3. Receive and vote for the acceptance of the Financial Reports for 2019/2020
4. Receive General Reports from President, Secretary and Course Coordinator
5. Confirm the membership fees for 2022
6. Elect a new Committee of Management.
7. Appointment of an Auditor

**Process for attending meeting.**

- We will use an application called Zoom.
- You are asked to register in order to attend. This is in order to ensure that only members who are entitled to vote will be present at the meeting. Please click on this link for the registration form: <https://forms.gle/p4TCK1gAXxW3zWaj9>
- Please fill it in and click submit to return it by 3pm, 24<sup>th</sup> November.
- If two people from one household wish to register, you can do so by using separate devices.
- Once you have registered you will be sent an email with a link to enable you to join the meeting on the 27<sup>th</sup> November. This email will include instructions on how to use Zoom for those who have not used it before.



**KNOX**  
UNIVERSITY OF THE THIRD AGE

*... Active and Positive Ageing ...*

### **Nominations for Members of Committee of Management.**

All positions on the Committee of Management must be declared vacant and we now call for nominations for the following positions:

President, Vice President, Secretary, Treasurer, Course Coordinator, Communications and Publicity Manager, Volunteer Coordinator, Office Manager, Database Manager, Knox City Council Relationship Manager

Nomination Forms are attached. (See next page) They must:

- Be printed out and completed by hand
- Be signed by 2 members (nominator and seconder)
- Be accompanied by the written consent of the person nominated
- Reach the secretary no later than 3.00pm on November 20<sup>th</sup>

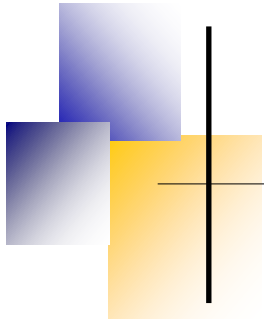
Note that because of the delays in our mailing system and with the Parkhills office being closed, these can only be delivered by hand to our letterbox at 1a Park Boulevard, Ferntree Gully, which will be emptied at 3pm on November 20<sup>th</sup>.

*B Salwat*

Brigitte Salwat  
Hon Secretary

Please remember, that the holding of an AGM is a legal requirement and if we do not have quorum, we cannot hold the meeting. We realise that attending online is yet another challenge in a year full of challenges, but we need your support if our U3A is to continue its good work.

We thank you sincerely in advance for your effort.



## NOMINATION FORM for POSITIONS on the COMMITTEE of MANAGEMENT 2021

Elections to be held at AGM, 27 November, 2020

**Date:** Friday 27 November, 2020

**Venue:** Zoom Meeting

**Time:** 10:30 am

**Positions are:**

<ul style="list-style-type: none"><li>▪ President</li><li>▪ Course Coordinator</li><li>▪ Knox City Council Relationship Manager</li></ul>	<ul style="list-style-type: none"><li>▪ Vice President</li><li>▪ Communications and Publicity Manager</li></ul>	<ul style="list-style-type: none"><li>▪ Secretary</li><li>▪ Volunteer Coordinator</li><li>▪ Database Manager</li></ul>	<ul style="list-style-type: none"><li>▪ Treasurer</li><li>▪ Office Manager</li></ul>
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To nominate, you must be a fully financial member of U3A Knox. Associate members are NOT eligible to nominate for positions.

I, \_\_\_\_\_

(Name)

(Signature), a fully financial member of U3A Knox Inc.

nominate: \_\_\_\_\_ for the position of: \_\_\_\_\_

Seconded by \_\_\_\_\_

(Name)

(Signature,) a fully financial member of U3A Knox Inc.

I, \_\_\_\_\_,

(Nominee's name - please print)

(Nominee's signature)

a fully financial member of U3A Knox Inc. AGREE to be nominated for the position of:

\_\_\_\_\_

General position descriptions for each of these roles follow. Please ensure that you understand what is involved. You can speak to the person currently holding the role, as listed in Position column, or to any committee member.

Please return this form to the Secretary, U3A Knox Inc., Park Boulevard, Ferntree Gully 3156  
by **3.00pm Friday 20th November**

*If more than one person nominates for a committee position, a vote will be held at the AGM.*

## General Responsibilities

- The committee uses email and an on-line storage repository (Office 365) for much of our work, so members need to have basic e-skills.
- We are responsible to you, the members, so the desire and ability to collaborate is important. Each committee member will work with volunteers in non-Committee positions also.
- Full Role Descriptions for each role will be posted on our Website [www.u3aknox.org.au](http://www.u3aknox.org.au)

<b>Position</b>	<b>Responsible to</b>	<b>Activities/Responsibilities</b>
<b>President</b>	Committee, ultimately to the membership	Provide leadership and direction for the organisation Liaise with external bodies such as U3A network
<b>Vice President</b>	President, Committee	Stand in for President Support President in providing leadership Liaise with Knox City Council
<b>Secretary</b>	President, Committee	Responsible for Government reporting, preparation of Committee & General meetings
<b>Treasurer</b>	President, Committee	Manage U3A Knox funds
<b>Course Coordinator</b>	President, Committee	Approve courses Agree class numbers
<b>Communications and Publicity</b>	President, Committee	Determine: - direction needed for social media - activities to promote U3A - announcements screen in U3A building Work with Newsletter Editor & Social Media Volunteers
<b>Volunteer Coordinator</b>	President, Committee	Maintain volunteer database Keep a record of volunteers & their hours Allocate volunteers as needed Work with Events, Housekeeping, Gardening, Working bees, Library teams
<b>Office Manager</b>	President, Committee	Administration of office activities Work with the office volunteer team
<b>Knox City Council (KCC) Relationship Manager</b>	President, Committee	Develop and maintain relationship with KCC Present to KCC on behalf of U3A Knox
<b>Database Manager</b>	President, Committee	Ensure database integrity Manage any issues