

# Knox City Council Relationship Manager

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Membership</li> </ul>
<b>Overview:</b>	This role provides our connection with KCC, our major supporter.
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Represent U3A at relevant KCC sponsored workshops, focus groups, community training events</li> <li>• Communicate U3A Knox needs and concerns to KCC staff and councillors</li> <li>• Develop solid, professional relationships with key Council officers with whom we deal regularly</li> <li>• Keep up to date with Council activities and documentation relevant to U3A Knox (e.g. Community Plan)</li> <li>• Distribute relevant information as needed</li> <li>• Supply Council offices with U3A documentation (e.g class lists, brochures)</li> <li>• Will need to develop reasonable knowledge of Council's structure and operation</li> <li>• Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly</li> <li>• Understand U3A Constitution, Code of Conduct, policies.</li> <li>• Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times</li> <li>• Work in cooperation with fellow members of the Committee</li> </ul>
<b>Works With</b>	