

Office Manager

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Plan, direct, coordinate and manage the office/administration functions of the organisation
Responsibilities:	<ul style="list-style-type: none"> • Design and manage office administration procedures and amend as necessary • Organise, maintain and manage an adequate and efficient group of members to staff the office • Train new office staff and ensure all are aware of any changes to procedures • Produce and maintain records and reports as required by the organisation and any external authority or agency • Receive and process over-the-counter and mailed membership applications and course enrolments • Process and record monies received • Liaise with the Treasurer on the best method to process money • Respond to enquiries and provide information requested by members and the public • Arrange purchase of office and general administrative supplies • Ensure that office facilities and equipment are maintained to appropriate operating standards • Keep the key register up to date, making sure that keys are distributed and returned as needed • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly. • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times. • Work in cooperation with fellow members of the Committee.
Works With	Office managers and large volunteer team