



POSITION DESCRIPTION

MEMBER, MANAGEMENT COMMITTEE

(Management Committee Role)

Context

The Management Committee of U3A Redcliffe Inc. comprises four (4) elected Officers and seven (7) additional Committee Members, one of whom must hold the position of Course Coordinator.

Committee Members are elected annually at the Annual General Meeting (AGM). Casual vacancies may be filled by appointment of the Committee in accordance with the Constitution. The Committee generally meets monthly, with additional meetings convened as required.

Purpose of the Role

The Management Committee has overall responsibility for the governance, strategic direction, and financial sustainability of U3A Redcliffe Inc., in accordance with the Association's Constitution and relevant legislation.

Committee Members collectively ensure the organisation operates effectively, ethically, and in the best interests of its members.

Key Responsibilities

Governance and Compliance

- Uphold the Constitution, policies, and strategic direction of U3A Redcliffe Inc.
- Maintain awareness of constitutional, legal, regulatory, and statutory obligations.
- Participate in policy development and review.
- Declare and appropriately manage any actual or perceived conflicts of interest.
- Maintain confidentiality regarding Committee matters.

Strategic Leadership

- Contribute to the development, review, and monitoring of the strategic plan.
- Identify opportunities for organisational improvement and sustainability.
- Support innovation and continuous improvement in programs and operations.

Meeting Participation

- Attend monthly Committee meetings and any special meetings as required.
- Prepare adequately for meetings by reviewing circulated materials.
- Actively contribute to discussion and informed decision-making.
- Undertake and complete agreed actions within required timeframes.

Financial Oversight

- Understand the financial position of the organisation.
- Contribute to responsible financial stewardship and sustainability.
- Support sound budgeting, monitoring, and risk management practices.

Risk Management and Work Health & Safety

- Support effective risk management processes.
- Promote compliance with Work Health and Safety (WHS) obligations.
- Contribute to maintaining a safe and inclusive environment for members, volunteers, and visitors.

Advocacy and Representation

- Promote and advocate for U3A Redcliffe Inc. both internally and externally.
- Act in the best interests of the organisation at all times.
- Support positive member engagement and community relationships.

Operational Support

- Assist in planning and supporting key organisational events, including but not limited to:
 - Seniors Concert
 - Christmas celebrations
 - Annual and Extraordinary General Meetings
- Participate in sub-committees or undertake portfolio responsibilities as agreed.
- It is common for Committee Members to also undertake Program Coordinator or other portfolio roles.

Intellectual Property and Handover

By accepting appointment to this position, the Committee Member acknowledges that:

- Any materials, documents, systems, or products developed in the course of performing this role remain the property of U3A Redcliffe Inc.
- Upon completion of their term, they will participate in an orderly and timely handover to the incoming appointee to ensure continuity of governance and operations.

Commitment

Committee Members are expected to demonstrate:

- Integrity and ethical conduct
- Respectful and collaborative behaviour
- Commitment to the values and objectives of U3A Redcliffe Inc.
- A willingness to contribute time, skills, and expertise for the benefit of members

Acknowledgement

I acknowledge that I have read and understood the responsibilities associated with the role of Management Committee Member for U3A Redcliffe Inc.

Signature: _____

Name (Printed): _____

Date: _____

On Behalf of U3A Redcliffe Inc.

Name: _____

Position: _____

Signature: _____

Date: _____

Last Reviewed	February 2026	Version	<<insert >>
Approved by Committee	2026	Scheduled review date	Annually >>