U3A NETWORK VICTORIA

U3A Network Victoria Inc. is an incorporated association and the peak body for Member U3As within the State. The organisation maintains an office in Melbourne manned by volunteers and part time staff.

Aims and Objectives

The prime purposes of the Network in Victoria are:

1. To strengthen and facilitate the work of the U3A movement, to maximize the benefits of mental and physical stimulation through the provision of quality learning and social inclusion for all seniors.
2. To act as the peak body for the U3A movement in Victoria. It coordinates activities, develops policies, provides education and training, represents the movement to external interests and government, seeks and administers funds on behalf of Member U3As, and performs or leads any other activities to benefit the overall movement.
3. Promote the growth of the movement's membership and encourage the establishment and development of new U3As.

Network's Partnership with State Government

The U3A movement has been recognised by the State Government of Victoria in a series of policy statements and service contracts between various State Government departments and U3A Network. Among the benefits of our partnership with the State Government are:

- grant funds channeled through Network to Member U3As
- insurance policies for incorporated U3As through the Victorian Managed Insurance Agency, the State Government's risk management and insurance body for all the entities which it supports. (See section on Governance and Insurance for more information.)

Network Structure
Network structure includes :

Network Constitution

A copy of the Network constitution can be accessed on the Network website.

Network Policies

Network determines and endorses policies, both for its own use and as guidelines for Member U3As. Network policy guidelines can be accessed on the Network website.

Member Council

The U3A Network Victoria Council is the general meeting of Member U3As.

Each Member U3A may nominate one delegate to attend meetings on its behalf. Council. Members U3As are entitled to a single vote each on any questions raised presented at the meeting of Council. Normal matters are decided by simple majority, whilst special resolutions require a majority of three quarters of those members voting (whether in person or by proxy).

Council meetings are held four times per year (or as agreed by resolution), one of which may incorporate the Annual General Meeting.

Delegates

Delegates may on behalf of their U3A submit agenda items to the Network Secretary prior to the meeting of Council for consideration.

It is recommended that appointed delegates have sufficient experience to accurately represent the views of their own Committee of Management on the issues for discussion. Accordingly Delegates should confer with their own Committee on the Agenda items prior to each Council meeting.

It is anticipated that each Delegate subsequently presents an accurate report to their parent U3A upon Council proceedings.

Executive Committee

The elected Executive Committee manages U3A Network Victoria. Meetings of Executive Committee are scheduled monthly and include representation from the Secretariat (Network Office) and the Development and Support Office. Elected positions on the Executive Committee are of two years duration; generally, half the Executive positions are renewed at each Annual General Meeting. Roles and responsibilities documents, committee charters and goals, and other definitional materials are available from the Network Office.

Supporting Committee Structure

The following committees and taskforces report to the Executive Committee :

Policy and Planning Committee
Finance Committee
Education Committee

Policy & Planning Committee
Regions Committee
Technology User Group

Development and Support Officer

This position encourages founding of new U3As, supports existing U3As, maintains partnerships and relationships with community partners, and leads development of the regional structure in Victoria.

Regions

Victoria's 100+ U3As are grouped in geographical regions to facilitate communication among like U3As and to strengthen U3As by sharing local information about marketing, tutors, administrative procedures, potential partners, and many other matters. The aims of the regions structure within Victoria include providing a communications channel for regions to give information to and to influence U3A Network.

The Introduction section of this handbook includes a list of U3As grouped by region.

Most regions meet twice yearly. The regions movement is guided by the Network Development and Support Officer.

Network Communications

Network uses a variety of communications with our Member U3As and their management teams, including :

- Website   www.u3avictoria.com.au   See screen print at end of this section.
- Newsletter - *U3A Matters* - published by email and hardcopy during the education year as a four-colour A3 poster which U3As can post on their noticeboard
- *eBulletin* - emailed monthly, dealing with administrative issues for management committees
- Marketing brochures and publications - these are issued through the Marketing & Publicity Committee and are also available from the office
- Member Council meetings - held quarterly - see above
- Emails throughout the education year
- Onforwarding of public notice information

Network Events

- Presidents Briefing - held annually to exchange information on topics of interest
- Biennial Conference - for all general members of U3As

- Regional Conferences - organised from time to time by regional groups and open to all U3A members

Products and Services Facilitated through Network

SMMS - the administration system selected by Network's Technology User Group and supported with a State-wide user group and implementation team

VMIA insurance - policies provided by the State Government's insurance agency to incorporated U3As by virtue of Network's service contract with the Department of Health and Human Services. Unincorporated U3As are auspiced under Network's own policies with VMIA. These policies cover public liability and other aspects of running a not-for-profit organisation. Further information can be provided by the Network Office. (See Governance and Finance section for more information on insurances.)

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Network Membership

Eligibility

U3A Network Victoria Membership is open to any organisation that:

- Acknowledges affiliation with the U3A movement by the use of the University of The Third Age in its official title or subtitle that it commonly uses in the promotion of its affairs.
- Is an autonomous organisation with a committee elected or endorsed by a meeting of its members.
- Has a constitution consistent with the concept of the Universities of the Third Age.
- Makes a formal application to become a member of the U3A Network Victoria Inc.

Application for Membership of U3A Network Victoria Inc:

Network's Development and Support Officer works with groups interested in becoming a U3A, and provides advice and guidance on the milestones needed to qualify for membership. A separate Network publication *How to Set Up a New U3A* is available from the Network Office.

Annual Subscriptions

Established Member U3As pay an annual membership fee based upon the reported membership numbers of each individual U3A.

Member Support

U3A Network Victoria uses its position to promote the U3A movement and identify, establish and develop compatible and relevant community partnerships.

Support and advice for Member U3As may cover:
- Incorporated Association regulations, constitution/ incorporation
- Insurance cover
- Policy development
- Administration of Government funding distribution
- Constitution/incorporation
- Funding strategies
- Presidential briefing sessions.

Promotion and publicity activity includes:
- Provision of a website providing an access point to details and location of local U3As
- Newsletters, news sheets and bulletins.
- Direction of personal inquiries from prospective members.
- Media – placement of articles in selected magazines and papers.
- Presence at Government or Community Partner functions where practical.

Partnership Acknowledgements

U3A Network Victoria has secured funding support for our U3As from the Department of Health and Human Services' Ageing and Aged Care Branch and from the Adult and Community Further Education (ACFE) Board via the Learn Local program.

Network and those U3As which receive grant support from these sources are required to acknowledge these partnerships by featuring their logos within all U3A communications including websites and on all promotional and display material. Digital files for the logos of these organisations, together with that of the U3A Network itself, which must also be displayed, are available upon request from the Network office.

Individual U3As should also acknowledge support from local partnerships.

Code of Practice for Volunteers, Network Vic

The U3A Network is committed to supporting volunteer involvement to the best possible standard. The following Code of Practice for Volunteers can be used, together with the U3A's own policies and constitution or rules, to guide decisions and procedures.

In U3A Network Victoria the following categories of volunteers apply:

A   **Those in elected positions:** This includes the President, Vice President, Immediate Past President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and all elected members of the Executive.

B   **Appointments made by the Executive:** This includes co-options to the Executive, appointments to working parties and committees, appointments to office positions, and appointments for specific tasks to be undertaken.

C   **Those who volunteer to assist the Executive in various other ways:** This includes those who assist with such tasks as mail-outs, organizing or working at special functions, visiting U3As on behalf of the Executive. It also includes members of U3As who do work in their local area on behalf of the Executive.

Sample - Code of Practice for all Network volunteers

The Executive will:

- acknowledge the valuable contributions made by all volunteers.
- develop and maintain a policy for involving volunteers which covers all aspects of volunteer involvement within the Network office.

The terms of the policy for involving volunteers are as follows:

The Executive will:

- provide clear descriptions of the tasks that volunteers may be asked to perform
- Ensure Network documents have all acronyms are explained
- ensure volunteers work complements and does not conflict with the work of paid staff
- provide new volunteers with an orientation to the Network and relevant procedures
- provide adequate training to enable volunteers to perform their work effectively
- offer volunteers opportunities for professional development

- provide volunteers with a safe and healthy workplace
- reimburse volunteers for out of pocket expenses incurred on behalf of the Network
- provide volunteers with appropriate and adequate insurance coverage
- provide volunteers with a copy of this document
- provide all volunteers with information on the grievance procedures
- recognise volunteers as valuable team members and advise them of opportunities to participate in Network office decisions.

https://www.u3avictoria.com.au

U3A Network Victoria

MSN Australia Hotmail, ... | Suggested Sites ▾ | Gmail | Google Calendar | U3A Network Victoria | 'I'll breastfeed until s... ▾ | Outlook Web App

Page ▾ Safety ▾ Tools ▾

U3A NETWORK Vic
UNIVERSITY OF THE THIRD AGE

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U3A Network Victoria

Live Learn Enjoy

Welcome to the U3A Network Victoria Website

U3As are voluntary Senior Groups who share educational, recreational and social programmes, represented by U3A Network Victoria

We offer:

- non-competitive learning with no qualifications and no exams
- exploration of new fields and ideas
- social, creative or recreational activities

More information about a specific U3A or a U3A near you, click here Find a U3A

More about the U3A movement in Victoria, in Australia, or throughout the world click here

FAQ – Frequently Asked Questions on the U3A movement click here

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U3A Matters Newsletter No 48

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