



Specimen – AGM proceedings

Annual General Meeting

Date XXXXX

Order of Business

- 1. Welcome**
- 2. Apologies**
- 3. Confirm the minutes of the previous Annual General Meeting**
- 4. Business arising from previous AGM Minutes**
- 5. Receive, consider and adopt the Annual Report**
- 6. Receive the Statement of Accounts and Auditor's Report**
for the period Date xxxx to date xxxx
- 7. Notification of Membership Fee structure for coming year 2015**
- 8. Appointment of the Auditor coming year**
- 9. Elect Office Bearers and Committee Members coming year.**
- 10. Any Special Resolution to change the Constitution or Rules**
- 11. Any other business of which notice has been given in**
accordance with the Constitution.

AGM Proceedings and Requirements: The following link to the **Our Community** site outlines advice covering the conduct of AGM:

http://www.ourcommunity.com.au/management/view_help_sheet.do?articleid=2

The above covers the process to be followed including the prior notifications etc.



Specimen – AGM Nomination Form

NOMINATION FORM

Election of Office Bearers and Committee Members (*Insert Year*)

All positions are declared vacant at the Annual General Meeting and nominations are invited for:

- PRESIDENT – 2 year term*
- 2 VICE PRESIDENTS – 2 year term*
- SECRETARY – 2 year term*
- TREASURER – 2 year term*

10 COMMITTEE MEMBERS – 1 YEAR TERM

We the undersigned Members of U3A Nunawading Inc., hereby nominate:

FULL NAME

Being a Member of U3A Nunawading Inc. entitled to vote and stand for election for the

position of

PROPOSER Full name Signature:	Member no.
SECONDER Full name Signature :	Member no.

I _____ Member no.

Hereby consent to this nomination. I certify that I am a member of U3A (xxxxxxx), entitled to vote and eligible to stand for election in the position nominated.

Signature ----- Date-----

NOMINATIONS CLOSE (Insert date)

Please return completed Nomination Forms to:-

The Secretary,
XXXXXX XXXX
XXXXXXX

Additional Nomination Forms are available at the U3A Silver Grove Office.



specimen – Membership Application and Course Selection

APPLICATION FOR MEMBERSHIP for 20XX
PLEASE PRINT CLEARLY

Title	Given Names	Family Name	
Address		Suburb	Post Code
Date of Birth		Home & Mobile Numbers	
Previous Occupation		Country of Birth	
Preferred Name for Badge		Email Address:	
	@.....	

Are you a prior Member of U3A XXX? Yes No

Annual Membership January to December 20XX (includes GST)	(Full)	\$XX.00
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Associate Membership in XXXX
Membership may be paid either by – **Cash – Cheque** made payable to U3A XXXXX Inc. or via

Please tick box and enter total: Cheque Cash EFTPOS **TOTAL** \$

U3A is totally reliant upon its volunteers. You are asked to share your skills and knowledge to assist in maintaining the operation of the organisation.

Please tick the areas in which you can offer assistance.

Lead a Class – subject.	Yes	
Office Reception Office volunteers will need to have good computer skills. Time commitment is 2 half days a month Please circle below preferred day(s) and time(s)	Yes	
Mon. Tues. Wed. Thurs. Fri.	AM or PM	
Participation on: Committee of Management	Yes	
Standing Committee: Social Committee	Yes	
Communication & Publicity	Yes	

PLEASE ENSURE that you have completed both the front and back of this form.

Useful Resources and Contacts

Various organisations will be helpful in the operation of your U3A

Relevant websites will provide the contact details. Details correct as of July 2015.

This is a sample of the possibilities available. Your own members are your best source of relevant speakers and valuable excursion venues.

- Your **local Member of Parliament** will be able to provide photocopying facilities at no charge, although some will ask you to bring your own paper.

Publicity See suggestions in the publicity section of this Handbook

Excursions & Resources

- Australian Centre for the Moving Image (**ACMI**) situated at Federation Square has special discounted screenings for seniors. <http://www.acmi.net.au/film/seniors-cinema/> Can assist with research and runs community programs such as Digital Story Telling.
- **The National Film and Sound Archive** is another useful resource for videos and films. Phone: 1800 067 274 86381500 email: inquiries@nfsa.gov.au
- **Public Record Office Victoria** (also known as PROV), can provide useful information for a Family History or Genealogy group. Phone: 93485600 email: ask.prov@dpc.vic.gov.au
- **Melbourne Museum**. NB Seniors' Card holders admitted free. Public Programs Phone: (03) 8341 7777
- **National Gallery of Victoria** ph 8620 2222 for tour bookings and details.
- Heritage Walking Tours. Discounts for U3A members melbwalks@gmail.com

Speakers (free) many organisations provide speakers relating to issues of relevance to seniors. This is a small sample recommended by Member U3As

- Howard Florey Institute of Experimental Physiology and Medicine 90356789
- Stroke Foundation 1300 194 196 strokesafeseminar@strokefoundation.com.au
- SES State Emergency Services, VICSES
- Dying with Dignity

- Fire Brigade MFB and CFA
- RACV especially for talks on driving in the Third Age.
- Ambulance Service 98403500
- Victoria Police

Resources

- U3A Online (which has a nominal joining fee) is a virtual U3A which can be a very valuable resource for tutors as well as individuals. Online courses include Astronomy, Botany, Geology, Genealogy and Roman History. Website: <http://www.u3aonline.org>
 - **GEMS for inquiring minds** emails a free monthly newsletter which provide a rich vein of materials for newsletter editors, class tutors and individuals. Even if not a subscriber to U3A online can still be emailed the GEMs newsletter, opt in on the U3A online website.
 - **Seniors online** www.seniorsonline.vic.gov.au the website of the Ageing & Aged Care Branch of the Department of Health & Human Services contains many useful links including to a varied array of community services specific to seniors' rights and needs.
 - **MOOCS**, Massive Open Online Courses. These free on line courses are provided by universities throughout the world. Some courses have tutors and can lead to qualifications others can be completed independently. These courses provide a great education/support for tutors who can access the best of what is currently on offer in tertiary courses. www.mooc-list.com
 - The **Great Courses**. Commercial courses available on DVD or as downloads. These consist of lecture series available on a wide-range of tertiary courses from science through histories to lifestyle and meditation. U3As could start up a Great Courses bank to share DVDs and thus reduce their costs. These courses provide a great back up for would-be tutors and for shared course convening. Google Great courses for information and contact other U3As.
- U3A SIGNPOST international newsletter, follow this link to read:
- <http://worldu3a.us6.list-manage.com/track/click?u=4591b7dedb80e8dc4ca93c1af&id=4aa6bfa92e&e=df16401b25>