

REGIONAL REPRESENTATIVES

ROLE AND JOB DESCRIPTION

ROLE

To provide a communication link between their Region and U3A Network's Regions Group.

TASKS

- a) Encourage U3A's in your region to be actively involved, to share ideas and resources, help solve problems, to take a turn at hosting regional events, etc;
- b) Work to develop an effective regional structure across country Victoria and throughout the metropolitan area;
- c) Update the Network Member Data Base (NMDB) to ensure that regional contact lists are up to date and that two-way communication is effective;
- d) Attend Regions Group meetings to:
 - i) report on recent regional events, workshops, etc
 - ii) present, on behalf of the region, any issues for discussion or recommendation
- e) Offer support to hosts regarding the processes and procedures for the running of regional meetings (see below);
- f) Help your region devise an annual meeting schedule, aiming where possible to avoid clashes with other regional or state wide events.

Inclusion of anything relating to Grant Expenditure was put on hold subject to future clarification of the grants situation.