

U3A ROCKHAMPTON AND DISTRICT INC.
POSITION DESCRIPTION – SOCIAL COORDINATOR

TITLE: SOCIAL COORDINATOR

All elected committee members are the leadership team and as such have an obligation to ensure compliance with the provisions of the Constitution, By-laws, Code of Conduct, Safety Management Policy and Procedures and any other policies and procedures approved by the management committee from time to time. The committee must also ensure compliance with all statutory, legal and government regulations applicable to incorporated associations.

Committee members must promote and facilitate a culture of continuous improvement in all areas of the association's operations, which will ultimately result in a stronger, healthier association by fostering creativity, efficiency, and collaboration so that members will feel comfortable identifying opportunities for improvement.

QUALIFICATIONS:

This position requires a person with good organizational skills, who is creative in determining suitable and interesting tours and outings for our U3A members.

The Social Coordinator must be willing to spend time planning a tour or local activity once per month to give our members an educational/informative and enjoyable experience.

RESPONSIBILITIES/ DUTIES:

General duties

- Participate in the management of the association
- Attend the monthly management committee meetings and general meetings and give a report on past/future outings
- Organize a social outing for each month from February to November, usually on the second Monday of the month but the date may be altered to suit the time of the event.

- Information pamphlets can be obtained from the tourist information centre on Gladstone Road, and from the Morning Bulletin or My Rockhampton for the latest happening around the Rockhampton Region
- Ask at general meetings if members have any ideas for outings and suggest they either talk to you at meeting or ring you or place information in the “Suggestion Box” with their name so you can contact them for more details if required
- Develop a plan to include a balance between outings within and outside Rockhampton
- Develop outdoor tours and outings that are suitable considering the weather conditions and temperature
- Prepare information on the next 2 monthly outings for the monthly newsletter and forward this information to the Assistant Secretary two weeks prior to the general meeting for inclusion in the monthly newsletter
- Submit any names and addresses to the Secretary for thank you letters if necessary
- Keep receipts for any purchases made
- As soon as possible after an outing, scan sheets with names of members who participated in the outing and forward to the Assistant Secretary for filing in document database
- Prepare reports on social activities for inclusion in the quarterly Journal.

Organising activities

Preliminary planning

- Contact proposed venues for information and costing
- Contact coach services for costs if necessary
- Consider if travel to activity would be more economical using members cars to car pool
- Check on morning tea and lunch availability
- Decide on numbers for viability of each outing
- Have a completed a Risk Assessment for each outing and communicate details to all participants. Details can be communicated prior to the outing to ensure members arrive at the outing with the appropriate safety requirements
- Forward a copy of the risk assessments to the Safety Management Team for review
- Ensure First Aid Kit and First Aider is available for all outings

- Create a sign on sheet with relevant information for each outing
- Be available at each general meeting for members to register for outings and collect the cost, if any from each member who has signed on.

Continuous Improvement

- Identify outdated practices used by U3A Rockhampton and District Inc. and present findings at the committee meeting for endorsement and action
- Identify ideas for improvement in the association's operations and present findings at the committee meeting for endorsement and action.