

Position Description

President

The President's role is to lead, plan and ensure the efficient organisation of the Committee of Management, and to act as the figurehead for U3A SP.

The President is expected to follow the guidelines set down by the U3A SP Committee Management and the Rules of Association, Code of Conduct and Privacy Policy.

Legal Obligations

Under the Rules of Association, the President has the following legal obligation:

Subject to subrule (2), the President, or in the President's absence, the Vice-President, is the Chairperson for any general meetings and for any committee meetings.

Specific Duties

1. Work towards developing a strategic plan for U3A SP, regularly review its progress, update and publish the plan on our website
2. Provide and Annual Report to the Annual General Meeting.
3. Liaise constructively with the key officers and councillors of MPSC regarding accommodation requirements and other matters relevant to U3A SP. This involves contact with State and Federal MPs as necessary.
4. Represent U3A SP either directly or by delegation at quarterly U3A Network meetings and at bi-annual Regional Committee meetings.
5. Work with the members of the Committee of Management to identify and manage difficult decisions and problems as they arise and resolve them either directly or in conjunction with other members of the Committee.
6. Communicate periodically with members via the Newsletter and individually when necessary.
7. Liaise with the Presidents of the Mornington and Hastings U3As to discuss matters of mutual interest.

Data Privacy & Security Statement

U3A SP must comply with OVIC privacy legislation and respect the personal information of individual members. Volunteers are advised that any member details may only be used for U3A SP purposes. Volunteers must not release or permit the release of this information without the consent of the member involved except in an emergency. Any digital or written paperwork relating to U3A Members must be kept confidential and disposed of in a secure way. (A shredder is available for use in the U3A Office).

The U3A-SP Privacy Policy Statement is available on our website ([Privacy Policy \(u3asouthpen.org.au\)](https://u3asouthpen.org.au/Privacy-Policy)).