

## **U3A BROADBEACH INC.**

### **POSITION DESCRIPTION – COMMITTEE MEMBER**

The Management Committee of U3A Broadbeach has a maximum of 12 members. The designated roles are President, Vice President, Secretary, Treasurer, Social Convenor, Tutor Manager, Publicity Officer, Webmaster and Database Administrator. Up to three other people may be elected as a Committee Member.

A Committee Member has the following responsibilities:

- Attend Management Committee meetings
- Offer advice and provide assistance in the running of the general activities of the Management Committee and U3A Broadbeach.

Depending on their expertise and interests, a general Committee Member may undertake additional activities and/or provide support to those in the designated roles of the Management Committee.

General activities of the Management Committee include such things as manning the U3A Broadbeach office at BAVIA House and organising special one-off events.