

**U3A ROCKHAMPTON AND DISTRICT INC.**  
**POSITION DESCRIPTION – ACTIVITIES MANAGER**

**TITLE: ACTIVITIES MANAGER**

**COMMITMENT:**

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:**

The Activities Manager needs to have good organisational and communication skills as the role is a proactive one requiring visiting activities, being the direct link between the coordinators and the management committee and membership, and ensuring that all activities are being run effectively and safely and in accordance with the Coordinators Guidelines.

**DUTIES/RESPONSIBILITIES:**

**General Duties:**

- Participate in the management of the association
- Attend the monthly management committee meetings
- Attend the monthly general meetings
- Present a verbal report on activities at committee and general meetings
- Be available to answer members' questions on activities
- Organise the registration of members for activities at Activities Expo at the February general meeting
- Present the Coordinators Guidelines to all coordinators to ensure they understand their responsibilities
- Provide coordinators with folder containing attendance sheets, Risk Assessment forms, Accident and Incident Reports, and Membership Applications
- Ensure coordinators have Risk Assessments for venues/activities and that they communicate details to participants at each activity

- Notify coordinators of safety management training and follow up to ensure coordinators have attended training when scheduled
- Progressively visit all activities to understand how they operate and enquire about any needs the group might have to carry on the activity
- Liaise with coordinators in relation to special needs for activities, encourage coordinators to prepare case, including costs, for grant application for required equipment and take concerns and requirements to committee meeting for consideration
- Identify potential new activities using resources from other U3A groups, the internet and from our membership and encourage members to step up as the activity coordinator
- At general meetings promote activities that may not be performing well or have a small number of participants
- Liaise with coordinators to ensure digital copies of attendance records are forwarded each month to Assistant Secretary for filing in document database
- Update Activities List for any changes of coordinators, venues or meeting times and forward updated list Assistant Secretary and Web Coordinator as soon as possible
- Notify Assistant Secretary of any items for the monthly newsletter, e.g., noteworthy events, change of venue, alterations or cancellations of activities
- Submit a report for the quarterly journal
- Provide names of coordinators to Secretary for the Volunteers' Morning Tea (usually October).

### **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.

## **ACTIVITIES EXPO – FEBRUARY GENERAL MEETING**

### **Performances on stage**

- Ensure activity groups who are performing on stage at the February Activities Expo have a Risk Assessment which identifies all hazards associated with the activity and the corrective actions being put in place to manage the safety and wellbeing of their members.

### **Name boards**

- Ensure boards to hold cards with course names are on hand as well as cards for current activities
- Cards need to be made up for any new activities prior to the February sign-on.

**Sign-on sheet (for February meeting)**

- A4 size sheet with space for name of activity and coordinator's name at top of sheet and provision for members' names and phone numbers below.

**Folders**

- New folders were handed out in 2018 and are to be used permanently.

**Labels for folders**

- Name of activity plus day of week if more than one event per week.

**Contents of folders**

Folders to contain -

**Risk Assessments**

- Provide up-to date risk assessments for relevant venue for activities at same venue each month and multiple copies for activities held at different venues each month.

**Accident and incident reports and witness statements**

- Provide two per activity folder but do not staple in.

**Attendance record sheets**

- Latest blank attendance record to be included in folder.
- Allow 4 sheets per folder for most activities but provide more sheets for activities with larger or more frequent attendance (such as the singing group).
- Attendance records should be forwarded in digital form to Assistant Secretary as soon as possible after each activity