

## U3A South Australia: advice for new delegates

Welcome and thank you for agreeing to represent your U3A at U3A South Australia meetings.

**Meetings:** Meetings are usually held quarterly on the last Friday of each school holiday at the Tea Tree Gully U3A campus at 22 Golden Grove Road, Modbury. Meetings start promptly at 10.30 a.m. but delegates are encouraged to arrive early, refresh and chat. Hot drinks available from 10 a.m. Off- street parking available. Bus: Walk north from the Tea Tree Plaza Interchange, cross Northeast Road into Golden Grove Road. Tea Tree Gully U3A is the first driveway on left, after the pedestrian lights.

**Annual General Meetings** fall in the holidays between third and fourth terms.

**Funding:** Current funding is from a four year grant 2014 – 2019 provided by Department of State Development.

**Voting:** Each U3A is entitled to one vote at meetings (from you as delegate or your proxy).

**Guests:** We encourage delegates to bring along other members from their U3A but please make sure they are aware that they do not have voting rights.

**Travel Expenses:** Part of our government grant is used to subsidise delegates' petrol money and delegates are encouraged to car pool with any guests from their U3A.

**Duties:** There are 17 Member Organisations however some of the U3As are too distant to attend regularly. This leaves a small pool of Delegates from whom to choose office-holders and we encourage U3As to select representatives who have skills to offer and are willing to become involved either by taking office, serving on a sub-committee or helping out in some way.

An ideal delegate would:

- Regularly attend quarterly meetings
- If unable to attend, submit an apology to the secretary and do everything possible to send a proxy delegate. (We understand for distant U3As this will not always be possible.)
- Prepare for meetings by reading any relevant documents, minutes, etc.
- Actively contribute to discussions during the meetings
- Be the communication link between the peak body and your U3A
- Know your U3A well enough to represent its views
- Pass on to your local committee information learned from attending meetings, including any professional development topics.
- Inform the Secretary of U3A South Australia of local coming events such as open days, AGMs, etc.
- Support your U3A by ensuring your local activities and events are promoted on the U3A South Australia website.

- All delegates need to have the ability and willingness to take office if requested. Non-delegates are eligible to serve on sub-committees.
- Act and communicate with other U3A South Australia committee members and U3A members in a respectful way at all times
- Represent U3A South Australia in a professional manner when acting in an official capacity
- Seriously consider standing for an executive position
- At times participate on sub committees where there is relevant expertise
- Keep secretary informed of any change to your U3A contact details (President, Secretary, Delegate, including one phone number for use on website and brochures for public to contact).

Remember: Please wear your name tag.

### **Benefits of being a Delegate:**

- An opportunity to network with other delegates and enjoy fellowship
- Input into shared decisions that can influence the future of the U3A South Australia and its Member Organisations
- Opportunity to develop and share knowledge about the wider U3A movement
- Travel subsidy for attending meetings when funds are available

### **Benefits of Membership of U3A South Australia:**

A separate document covers the features and benefits of membership.

Although considered a 'peak body' for funding purposes, U3A South Australia has no authority over member U3As who all retain their independence as completely autonomous groups.

**Constitution:** The constitution is currently under review however the existing version is available for download from our website: [www.u3a.southaustralia.org.au](http://www.u3a.southaustralia.org.au)

**National body:** The Alliance is a member of U3A Alliance Australia.