

U3A SA: advice for new delegates

Welcome and thank you for agreeing to be a delegate for your U3A at U3A SA meetings. This makes you a member of the U3A SA committee of management. U3A SA is the network organisation for U3As in South Australia.

Delegates not only represent their local U3A but also act in the best interests of all U3As. If there is any conflict of interest, the legal duty for any committee member is to act in the best interests of U3A SA.

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 in two carparks. Though busy during term there are usually lots of spaces during school holidays.

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.

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

Please wear your name tag, preferably readable across a room.

Please give secretary advance notice of your attendance and any dietary requirements for lunch catering.

Funding: Previous funding was a 4-year grant through the Department of State Development which expired in 2018.

Voting: Each U3A is entitled to one vote at meetings (from their delegate or his/her 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: Delegates' petrol money is subsidised by any grant funding and delegates are encouraged to car pool with any guests from their U3A.

Duties: There are 19 member U3As however some of these 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:

- Attend regularly the quarterly meeting.
 - 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 meetings.
- Be the 2-way communication link between U3A SA and your U3A
 - Know your U3A well enough to represent its views
 - Pass on to your local committee information learned from attending U3A SA meetings, including any professional development topics.
 - Inform U3A SA secretary of your local coming events such as open days, AGMs, etc.
 - Provide U3A SA secretary with photos and stories for the website and national bulletin.
 - Inform U3A SA secretary 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).
- Act and communicate with other U3A members in a respectful manner.
- Represent U3A SA in a professional manner when acting in an official capacity.
- All delegates need to have the ability and willingness to take office if requested. Non-delegates are eligible to serve on sub-committees.

Benefits of being a Delegate:

- Networking with other delegates
- Influencing the future of the U3A movement in South Australia
- Achieving an overview of the U3A movement
- Travel subsidy for attending meetings (when funding available)

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

Constitution: The U3A SA constitution was revised in 2018 and will be available for download from: www.u3asouthaustralia.org.au.

National body: U3A SA is a member of U3A Alliance Australia (U3AAA).