

OFFICE MANAGER.

- **UMAS**- broad knowledge of UMAS functions. Assist in training staff in the use of UMAS and notifying them of updates to the program.
- **Staff Training** – contact new office volunteers, conducting an initial interview, and introducing a training program. Liaise with membership secretary, UMAS trainer, Roster Volunteer and other staff members who can assist with the training. As required send emails to staff regarding office matters.
- **Office Procedures** – have a system in place regarding U3A Waverley office procedures and ensure volunteers understand and follow them.
- **Finance** – train staff in correct procedures for processing and recording income and expenditure. Regularly check petty cash to ensure the procedures are followed and that cash book balances. Contact treasurer about any discrepancies and when more change is required.
- **Supplies** – contact the Purchasing Volunteer when office or kitchen supplies are running low.
- **Reports** – be aware of which reports are required by Monash Council and the U3A Waverley Committee e.g. accident/incident & maintenance reports to the Council. Office matters that you or the staff are unable to resolve refer to the President and/or U3A Committee.
- **Privacy** – U3A Waverley Privacy Policy. Be familiar with the contents of the policy. Ensure each new office volunteer has a copy and stress the importance of privacy regarding the personal details of members.
- **Security** – emphasise the importance of security within the building. Train staff in the procedures to ensure that our section of the building is left securely locked each day. Staff should check that any visitors to our floor have a legitimate reason for being on our floor.
- **Tutors** – Liaise with Course Co-ordinator in any issues they have in regard to their class. Refer any issues in regard to class numbers to the Course Co-ordinator. Assist Tutors wherever possible so they are able to tutor their classes effectively.
- **President** – contact president regarding any issues that staff are unable to manage e.g. complaints, personality clashes etc.
- **Office Equipment** – contact the relevant people who are responsible for particular areas of equipment maintenance e.g. keyboard repairs, laptops, office equipment, audio visual systems, photocopier.
- **Emergency/Evacuation** – know the procedures for the building and for U3A specifically. Train staff in these procedures so they know who are the wardens, location of our emergency exit and our safe gathering area away from the building. Information in regard to defibrillator and chair lift.
- **Clean Work Area** – encourage staff to keep the office clean & tidy e.g. clean front window & desks. The kitchen area is the responsibility of staff, including tea, coffee supply, cleaning materials, urns and cleanliness.
- **Staff Roster** – To liaise with the Staff Roster Manager in regards to staff roster issues.

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