

University of the Third Age (U3A)

Sunshine Coast



Hubs Development Sub Committee

Terms of Reference

Purpose:

Provide proposed organizational¹ changes, which improve local members' accessibility to courses, social interaction and user friendly administration.

Scope:

1. Provide a map showing districts of the U3A Sunshine Coast (U3A SC) membership catchment area with current and anticipated future **membership** 5 years from now.
2. Clarify U3A SC existing **structure and organisational arrangements** and identify possible future structure(s) and operational arrangements.
3. Identify the necessary human, equipment and materials **resources** that support recommended future structure(s), operational arrangements and anticipated programs and services.
4. Identify key external **stakeholders**, potential partnerships and sources of grants.
5. Develop and execute a 'Hubs Development' **communication plan** that includes Management Committee, U3A SC members and identified external stakeholders.
6.
 - a. Identify the **technology** required to support recommended future structure(s), operational arrangements and anticipated programs and services.
 - b. Provide anticipated costs and a 'high level' development plan to achieve 7a.
7. Provide a cost/benefit analysis, risk, viability, efficiency and effectiveness **assessment** to execute the recommended future structure(s), operational arrangements and anticipated programs and services.

¹ It is anticipated that organizational will incorporate the 'hub and spoke' model where relevant to U3A Sunshine Coast members' needs, geographical spread and including but not limited to; facilities, programs, resources and services.

University of the Third Age (U3A) Sunshine Coast



Authority:

The Hubs Development Sub Committee is established in accordance with Section 21, Sub-Committees, U3A Sunshine Coast Incorporated Constitutional Rules.

The Hubs Development Sub Committee has authority to conduct meetings and activities consistent with the Purpose of the Sub Committee. The Sub Committee does not have powers to enter into any agreement on behalf of the U3A Sunshine Coast Incorporated Association. The Sub Committee shall propose recommendations and organizational changes to the Management Committee.

Membership:

Colin Maddocks - Chair	Grant Matthews	Karl Tietze/Jan Partridge	Margaret Thomson
Gaynor Day	Martina Gordon	Jim Hales	

Meeting Arrangements:

The Sub Committee will regularly meet twice during February, 2018, and once per month on the first Wednesday of the calendar month throughout 2018. Other meetings may be scheduled on a needs basis.

Reporting:

The Sub Committee shall provide the Management Committee with a monthly written summary report. The report is due to be submitted one week prior to the monthly Management Meeting, which is scheduled on the third Friday of each and every month. In addition the Sub Committee will provide the broad membership with updates and relevant information about work of the Sub Committee in accordance with the Communication Plan.

Resources and Budget:

Any budget and resources required shall be identified in the work plan and be requested through the Management Committee. A budget of \$2,000 to cover any incidentals is requested to be put aside in the budget.