U3A NETWORK - NSW Inc.
Information Kit
A guide for setting up new groups.
(revised edition, 2015)

This kit has been compiled by U3A Network - NSW to assist those seeking to establish a new U3A.   In compiling the kit, The Network has drawn upon the experience and expertise of many established U3A groups and individual U3A members.

Contents:

For further information contact
The Secretary, at info@nsw.u3anet.org.au:
The Network website at www.nsw.u3anet.org.au

(A) Background Information about the U3A Movement

What are 'Universities of the Third Age'?

Universities of the Third Age, or U3As as they are more usually called, are voluntary, not-for-profit organisations which aim to offer older people low-cost educational opportunities which operate in a pleasant, supportive social setting. There are no academic entry requirements for U3A membership, no formal qualifications or awards are granted, and career promotion and profit-making are not motivating factors. U3As are basically self-help groups built on the premise that collectively older people have the skills and knowledge to provide learning opportunities (education) for themselves.

Members learn and teach for the sheer joy of it.. A lifetime spent studying, making, writing, talking, creating, listening, researching, reading and just *living* adds up to a vast reservoir of knowledge, talents and skills, all waiting to be shared with others who wish to learn. The word 'university' in the title is used in the broad, medieval sense of 'a community of scholars' coming together to learn from each other. Encourage your members to become tutors and group-leaders. The principles of self-help and mutual support are the very cornerstones of the U3A movement.

U3A   also recognises the health benefits in older age of lifelong learning to keep the brain active and stimulated. Research has shown that as we get older, it is important to maintain our physical and mental health, and that mental stimulation can contribute to your health, and stave off mental deterioration. In an ageing population, this is vitally important to the health and welfare of the nation.

Professor Brian Groombridge, Professor of Adult Education, London University, and a co-founder of U3A in the United Kingdom, identified the following values of late life education.
• Education can foster self-reliance and independence.
• Education is a major factor in enabling older people to cope with the innumerable practical and psychological problems in a complex, changing and fractured world.
• Education for and by the older people themselves strengthens their actual or potential contribution to society.
• Self-awareness by older people, their self-interpretation and the communication of their experiences to other generations fosters balance, perspective and understanding which is valuable in a rapidly changing world of conflict.

U3As provide the opportunity to continue to learn about topics of personal interest, to develop new skills, and to share expertise and experience with others willing to learn from each other. in a friendly, supportive, social environment. U3A keeps your mind alive!

How and when did the U3A movement begin?

U3A is a world-wide organisation. Its origins are in France in 1968, when legislation was passed that required universities to provide more community education. In 1973 a highly-rated gerontology course was established by Professor Pierre Vellas at Toulouse University for local retired people, a course which was extremely successful and which led to the formation of what was to be the first U3A. This organisation was open to anyone over retirement age; no qualifications or examinations were required and fees were kept to a minimum. The idea spread rapidly throughout France and then to Belgium, Switzerland, Poland, Italy, Spain and across the Atlantic to Quebec and California.

When U3A arrived in Great Britain in Cambridge in 1982, however, the model underwent a significant change. Whereas in the 'French model' there were strong ties to the universities, which decided upon, structured and presented most of the courses, in the 'British model' these

university ties disappeared. In the new system there was to be no distinction between the teacher and the taught - members would, as far as possible, be teachers as well as learners. This self-help approach was based on the knowledge that 'experts' of every kind in every field eventually retire, but still have knowledge and experience to share.

The British model of U3A was introduced into Australia (Melbourne) in 1984. The first U3A in NSW was established in the Shoalhaven area. Australian U3A has since spread rapidly: as at 2013 there are about 240 U3As throughout Australia, with a membership of about 75,000 individuals and still growing   U3A has, in fact, been identified through academic research as the fastest-growing adult education movement in Australia.

What do U3As Offer?

Most U3As offer a programme of weekly classes conducted in daylight hours, arranged on a school term or semester basis. (It has been found that as many members have grand-parenting responsibilities, it is sometimes wise to avoid scheduling activities during school holidays!)

A wide range of subjects are offered, depending on the interests of members and the availability of suitable group-leaders/tutors. Some suggestions for courses are offered in Part (D) of this kit. As the scope of a programme is limited only by the resources/leaders/tutors available, each U3A has its own curriculum and course structure, depending on the resources available to it.   Some have talks programs, some have a range of separate classes, others have an amalgam of the two approaches. Several also arrange educational excursions and trips.

How do U3As operate?

Each U3A is an autonomous association whose members are, in the main, retired or at least semi-retired. The recommended age-requirement for membership is 50 years plus, but this is not hard and fast if people under that age, especially if unemployed or disabled, wish to join and share the social and educational benefits that come with U3A.

Each group is run by a Management Committee democratically elected from among its members. Administration and office functions are performed by members on a voluntary basis.

Course leaders/tutors are as far as possible drawn from the membership, although community (non-U3A) volunteers may sometimes be willing to conduct short courses or a one-off presentation. In the spirit of sharing, there is no distinction between teacher and learner; the leader of one course may well be a student in another. Course leaders (member or non-member) do not receive payment for their services, but may be reimbursed for out of pocket expenses such as travel, photocopying etc.

In locations where there is a university, academics are often happy to present talks or short courses based on their research and teaching. Visiting speakers or presenters might be given a token 'thankyou' for their contribution.

(B) Establishing your U3A

Preliminary steps

The individual, or better still, the group of individuals, who wish to establish a U3A will find useful information about how many U3As operate, and how the Network can assist them, from browsing the Network website at www.nsw.u3anet.org.au

Having formed a general idea of how and what to offer in the U3A, the next step is to call a public meeting to ascertain interest and commitment from others in your community.

The Public Meeting.

A good place to start is with your local Council community officer, community centre or library, who will often help with publicity and venue. Many U3As have found this approach works - after all, it is positive publicity for them as well! If not, then you will need to book another venue, preferably one accessible by public transport, and with wheelchair access.

Publicise, publicise, publicise. Use your local library, local newspapers, radio, television. Persuade friendly local businesses to allow you to place a poster in their premises. Don't forget the local doctors, dentists, health centre.

Personal contact is invaluable. There is nothing like word-of-mouth promotion. Mention the upcoming meeting to as many people as possible. If you have some influential contacts in the community, by all means use them.

Make sure that your meeting is well organised and well run, and that you explain clearly exactly what you are seeking to do. Try to have a speaker from a nearby U3A, if there is one, or contact the U3A Network - NSW to see if a member could attend as speaker. The Network website lists all the U3As in the network, so you can soon ascertain if there is one nearby which is willing to assist. You may be able to make and present a powerpoint program to assist you in describing what U3A is about. The Network will also make available some generic literature and a DVD, and may also be prepared to assist with establishment expenses.

Aim to elect a steering committee at this meeting. Have a meeting of this committee shortly after the public meeting and arrange to present a couple of trial courses as soon as possible. Don't wait to present courses until all the fine detail of administration is in place, otherwise If much of the initial enthusiasm and interest may start to wane.

Record the names/addresses and contact details of those present who express an interest in joining the new organisation. If possible, have available a pro forma document which potential members can complete, including all relevant contact details, and what topics or classes they might be prepared to offer, or would like to have provided, also any potential to serve on the committee of the U3A. If you can actually sign up potential members at this meeting you have a flying start. (Membership can be confirmed once your steering committee has set the annual fee.). Also try to obtain the names and details of people prepared to conduct classes or courses.

So your Public Meeting was a success. What next?

As already stated, it is important that your steering committee meets promptly and that you offer courses as soon as practicable. Don't have all the work done by a few people. Enrol as many volunteers from among the membership as you can. As well as getting things done and spreading the workload it will encourage in your members the belief that you get out of U3A what you put in. This attitude will serve your organisation well as years go by.

Another important decision you will need to face at this point is the structure of your U3A. This involves developing a **constitution** which sets out how the U3A will operate.   Contact an established U3A near you (or the Network if you don't know of any) and seek their help. Ask if you can see a copy of their Constitution. Perhaps a member or members of their Committee might be willing to meet with your Committee to explain what is needed.

Visit the NSW Office of Fair Trading website (google it) and you will find helpful information about how to set up the association, and what specific matters should be included in the constitution. To simplify this process, the *Model Constitution of an Incorporated Association* cover all the relevant points, and can be adopted and adapted to suit your group's needs and wishes.

You will need to decide on the size and roles of your committee. Obviously, there will need to be a President, one or more Vice-Presidents (depending on the roles you want them to undertake), a Secretary and a Treasurer. You can also elect general committee members and allocate roles to them; or create special roles for people to meet specific tasks (such as course co-ordinator, newsletter editor, webmaster, etc) who may or not be specified as committee members. You will also need to appoint a Public Officer (usually the Secretary). Although you are not required by law to appoint an auditor if the financial turnover is less than $250,000 p.a (unlikely in the early stages of operation) you may like to do so in any event.

Planning your Program

You now need to set up a program of courses for your first full term or semester. Some U3As operate on a 4-term year, others on a semester system.

If you included on your membership application form questions about interests and skills you may be surprised at the riches you uncover! This information can be used to guide you in your range of courses and to identify those among your membership who may be potential group leaders/tutors, as well as committee members. You will need someone to coordinate the programme, someone to produce information about courses available and make this information known to members, and someone to handle enrolments. There are several ways to handle these tasks, but it is strongly advised that no matter what strategies you employ you make sure that several members of your steering committee are responsible for implementing them - as mentioned previously 'many hands make light work'.

The Network has among its services a Resource Library, which produces DVDs and course notes for courses and one-off talks. The catalogue for this Library can be accessed on the Network website. Most materials can be downloaded from the catalogue, or if necessary provided for the cost of postage and packaging (about $6 per DVD). These can be used to get your program started, and also to supplement your program over a longer period,

Contacting other U3As

In this guide there have been suggestions that you might contact another nearby U3A for support and assistance. You can locate other U3As in the Network by accessing the Network website, www.nsw.u3anet.org.au , or by contacting the Network secretary at info@nsw.u3anet.org,.au

Once established, while your U3A will be autonomous, completely in control of its own destiny, it will benefit from interaction with other groups. Try to establish regular contact with those nearest to you. If you're lucky this will mean face-to-face contact. While the 'tyranny of distance' makes this impractical for some, there's always the telephone, the postal service and the Internet. Some groups arrange 'cluster meetings' from time to time to discuss matters of mutual interest.

(C) ADMINISTRATION

Organising your administration and accommodation

You are sure to find among your volunteers people who have had office and administrative experience. Have these people organise filing systems, methods of handling enquiries, budgeting, handling fees etc. If you are fortunate enough to have obtained 'free' office space somewhere (perhaps courtesy of the local Council) that's great, but if not don't worry; many U3As operate quite successfully from the home of a member until, of course, membership grows so large that it is not possible to do so.

Accommodation for your classes needs to be accessible to all members. You will probably start on a small scale. If possible, try to arrange class accommodation in the same location, so as to create a 'campus' atmosphere. Some U3As rent out facilities eg a local hall, church hall, community centre rooms, etc, as required on a weekly or term/semester basis to meet the needs of the group. As they grow, other U3As rent entire premises on a permanent basis for classrooms, as well as office space to hold property such as computers, photocopiers, filing cabinets, etc.which has been acquired, though cost may be a factor.

Finances

You will need to calculate a budget for your operations, and calculate a membership fee as the main source of income. What form will membership fees take? There are two main options -
(i) A flat fee which covers all classes (the most widely-used in Australia).
Average fee is $25 - $40 per year. Sometimes a small additional fee might be charged as required for rental, photocopying, or materials for particular classes;
(ii) Some U3As charge a lower fee (say $10 per year) and charge course fees for individual classes, i.e. a 'user pays' system.

Some U3As hold occasional fund-raising events or activities to supplement their finances. You may also find that others in the community, such as your local Member of Parliament, may assist with assistance 'in kind' such as copying your newsletters each term.

Publications: The Newsletter & Program

Newsletters play an important role in conveying information to your members and at the same time give a sense of belonging. You are sure to have a budding editor (or editors) among your membership! Distribute your Newsletter to all members and those who have expressed interest in joining your U3A. This does not need to be an elaborate publication. Here are some guidelines for the editorial team:
• Provide information on current courses/activities, and on those planned for the future; (perhaps at first it could be a combined Program/Newsletter)
• Do not use material which smacks of ageism, racism, sexism, and political or religious bias. Remember, your membership will be drawn from a wide spectrum of the community and will reflect vastly differing opinions and attitudes.
• Encourage members to contribute, e.g. letters suggesting courses/activities, articles reporting on an excursion, an anecdote (preferably amusing) which would be enjoyed by all, contributions from your Writers' Group, etc.
• Use the Newsletter as a means of recruiting more volunteers; reporting membership counts etc;
• Be conscious of the requirements of the Copyright Act if you plan to use work already published; and
• When printing, remember those of your members whose eyesight is not *quite* what it used to be. Use a clear typeface/font which is not too small.

You will also need to issue a program at the commencement of each term/semester. Some U3As combine the program with the Newsletter while others issue them separately. Try to obtain copies of a Newsletter/Program from other U3As as a guide.

Next, a General meeting of members

Now that you're up and running, thanks to the efforts of the hard-working steering committee and that band of willing volunteers, you will need to call a General Meeting of the membership and call for nominations for executive positions: President, Vice-President, Secretary, Treasurer and the general Committee members. It is quite likely this Committee will be the same as the

existing Steering Committee, but it does not have to be. The important issue here is that it needs to be democratically elected from among the membership.

Incorporation

It is also important that your U3A is registered as an incorporated association, because this offers the group a legal entity of its own, and enables continuity of the organisation regardless of changes in the personnel who form the management committee. It also enables the U3A to own or lease property in its own name, and to apply for government grants such as Seniors Week or Volunteer Equipment grants.

Another important reason is to protect the assets of individual members. If incorporated, only the association's assets are at risk. In the event someone is injured or their property damaged as a result of the association's negligence, they can only make a claim against the association, not its individual members.

To become incorporated an association must have a constitution. However, if starting up, to avoid having to spend time on agreeing on what the constitution should contain at a time when members' enthusiasm may be directed to such matters as courses, the association can opt to adopt the *Model Constitution* under the *Associations Incorporation Act*, adapted to meet your structure. This will provide a framework that complies with the legislation and give the association's members time to consider a tailor-made document at a later date when they may have a better idea of what they want. The NSW Office of Fair Trading will also provide advice on incorporation.

The proposed Constitution should be put to the General meeting for adoption (by at least 75% of those voting). Don't forget to register it with Fair Trading within the required time frame.

Once your U3A is registered as an incorporated not-for-profit association, it should apply to the Australian Tax Office* for an Australian Business Number, and on receiving that, to be registered as a charity as an educational institution. This will enable it to be exempted from income tax and GST, a somewhat confusing aspect of finances but which is valuable in the long run. * Note – at the commencement of 2013 part of the tax office role has been taken over by the new Australian Charities and Not-For-Profit Commission.

Up to this point, there will have been some expenses incurred to conduct the public meeting and to ultimately register your association with the Office of Fair Trading. These expenses should be met from membership fees, but if necessary, the Network will assist with an advance.

Operational policies.

The incoming committee should begin to develop policies for conduct of the organisation,. By its very nature any U3A will contain people with widely varying backgrounds, wishes and opinions, and all of these should be taken into account when policies are formulated.
Policies might cover items such as:
(a) Should you accept sponsorship from any organisation which is in the business of selling services/products to your membership? While accepting that each U3A is autonomous and has the right to determine its own policy, the Network does not recommend such a practice;
(b) Risk management and safety of operations;
(c) Reimbursement of expenses incurred by committee members, course co-ordinators or tutors, or visiting speakers; and
(d) Compliance with anti-discrimination legislation.

Insurance

As society becomes increasingly more litigious it is an issue which you need to address quickly. Insurance policies can be very costly. If you hire premises for your classes and activities, your U3A will be asked to provide evidence of Public Liability insurance. The U3A Network – NSW

has been able to negotiate a Group Public Liability Insurance Policy through CRISP for its members, which is of considerable benefit in that it makes the premium affordable for all its members.   Details of the policy may be obtained from the treasurer@nsw.u3anet.org.au or from the Insurance pages of the Network website.

The Network is unable to arrange insurance for property or equipment of a U3A or accident insurance for its volunteers.   U3As should approach CRISP direct or 'shop around' if they wish to obtain these insurances.

Publicity

Publicity is important. Try to find a really enthusiastic volunteer to handle it. If they
have contacts with the local newspaper/radio/television station, great! This can very quickly get your U3A known district-wide. Some U3As hold an Open Day each year – often during Seniors Week - to which prospective members can come and see what it's all about. Maybe you can obtain an information stall at the local Seniors or Life-Long Learning Weeks. However, the very best form of publicity is 'word-of-mouth'. Many people have joined U3A because a friend or neighbour told them how much they were enjoying it.

The Network has produced a Public Relations Handbook with suggestions and tips for publicity, which is provided to those U3As which become a member of the Network.

(D)   Courses

What to offer?
The courses your U3A offers will be limited only by the interests of your members and the resources (mainly tutors/group leaders) at your disposal. Ask your members for suggestions, especially if they can be or also locate a tutor/group leader for them! The main criterion of courses is to meet the needs of your members. Some courses will become ongoing due to popular demand or because the subject, by its very nature, requires them to be (e.g. language study). Others will be shorter and a few may be one-off presentations. Try to maintain a balance. You will find that your curriculum will change and grow with your membership.

Here is just a sample of courses, selected at random from U3A Newsletters/Programmes :
Armchair Theatre: explore plays through playreading, discussion.
*Armchair Travel***:** now we all know about the Aussie "grey army"! There are sure to be lots of interesting/informative stories among your membership.
Australian Constitution: you may not have access to a Constitutional lawyer on hand, but a group can work its way through the Federal Constitution, copies of which, along with Fact Sheets, are usually available from your local Federal member. Guaranteed to stir up some interesting discussion!
Book Discussion Groups: find someone interested in literature, persuade them to be a Course Leader and discuss novels/poetry/plays. Have members of the group research the author's life & the background to his/her work.
*Botany***:** if you can find a botanist this is a fascinating one. It also presents opportunities for studies in the field. Remember, not all learning takes place in a classroom!
Brain Games – a variety of mental games, puzzles, crosswords, etc to exercise different parts of the brain, in a non-competitive and fun atmosphere. Can also be designed to develop research and presentation skills.
Computer Skills /Internet Sessions: Will the local school give you access to their computer room after school hours? Do you have Computer whizzes among your members who are willing to become tutors? Keep it simple and let people learn at their own pace. Keep groups small. Perhaps some kind person would offer to take small groups in their own home.
With the introduction of National Broadband Kiosks, there are also facilities available for seniors in local libraries and other locations.

Creative Writing: This is one of the most popular U3A courses. There are a lot of budding Third-Age authors out there! Some U3A writers have had their work published after attending a Creative Writing Class. Many others just enjoy 'scribbling' & sharing their work with others. Think of all those stories/memories you should record as part of the family history!

*Comparative Religion***:** learn about religions other than your own. This can operate well as a group activity, with members of the group taking turns to research and present sessions.

Current Affairs: with a good leader, these sessions work well.

Genealogy: explore your family history.

Geology/Geography: explore your own area and those further afield.

History and *Literature* classes are also popluar.

Languages: limited only by tutors available.

Law: do you have a retired lawyer among your members willing to conduct a course on basic law as it concerns Third-Agers?   Or on law in society generally ?

Mathematics: always puzzled by algebra, always wondered what a logarithm is? Is there a retired maths teacher out there who'd love to explain?

*Music Appreciation***:** the composers, their lives and times. Share enjoyment of your recordings and CD's

*Philosophy***:** for those who want to ask "why"? If you can't find a tutor, can be conducted as a group activity, with group members, either individually or in pairs, leading discussion in turn.

Psychology: now this is always popular if you are lucky enough to have access to a psychologist willing to conduct a course for you.

Public Speaking: as well as the basic skills involved in speaking "on your feet" members can learn how to conduct a meeting and to debates (why not issue a challenge to the local Rotary Club?)

Science: the possibilities are many; space travel, astronomy, medical research, biology, physics - just a few of them.

Teaching may be done by an individual or a team. Styles of teaching will vary from traditional lecture to sessions of high member participation. This will usually depend on the nature of the subject being studied. The background of your tutors/group leaders may vary greatly. Some will come from academic backgrounds - university lecturers or schoolteachers - while many will be members with an interest or skill developed over many years or perhaps since retiring and a willingness to share their knowledge and enthusiasm with others - i.e. in the true spirit of U3A.

Copyright Licences

The ability to offer quality and diversity in teaching materials is essential to meeting student and tutor expectations within U3A. The Network is concerned to ensure that U3As have the appropriate copyright licences to enable them to copy printed material, and download and use audio and video/DVD material for use in U3A educational activities.

The Copyright Act 1968 has special provisions to enable educational institutions to copy and distribute materials when and where they need them. Under the provisions of our licence agreements with the copyright agencies, our U3As are Educational Institutions.

To support U3As, the Network has arranged blanket licences for participating U3As with the three main copyright agencies: Copyright Agency Limited (CAL), Australasian Performing Rights Association Limited (APRA) and the Audio-Visual Copyright Agency Ltd (Screenrights). It is strongly recommended that all U3As give serious consideration to join in each of the Network blanket licences, depending on their reproduction and use of the works of authors, composers and filmmakers. Without these licences, U3As and their tutors and presenters may infringe copyright.

What about social activities? U3A is primarily a learning organisation, not a social club, but having stressed this, we recognise that U3A learning takes place in a relaxed, friendly, supportive social environment. Many U3As operate activities such as Bushwalking Groups,

Choirs, Theatre Parties, Tennis days, Travel Clubs, Dining-out Groups, Excursions, Coffee and Chat mornings etc. While these are not courses as such they do provide opportunities for social contact with fellow members and assist with the development and maintenance of a sense of U3A community. However, make sure that these activities are seen as only secondary to the main purposes of your U3A – learning and teaching.

(E) About the U3A Network - NSW

The U3A Network - NSW Inc. is an elected body representing 60 separate U3A groups located in New South Wales and the Australian Capital Territory, as well as several interstate U3As.

Membership of the Network is open to any U3A which, on application for membership can demonstrate that it:

(i)   has been formed at a Public Meeting and as a result of a positive vote for the establishment of a U3A;

(ii)   has a democratically elected executive;

(iii)   has adopted a constitution, or able to show that a constitution is currently in the process of being created;

(iv)   is incorporated or is taking steps towards incorporation; and

(v)   adopts the Principles of the Network.

Membership is not restricted to the State of New South Wales or the Australian Capital Territory.

The membership fee is calculated on the basis of the number of individual members of the member U3A.   Additional fees are payable for insurance, and copyright licences.

The **Aims and Objectives of the Network**, as stated in its Constitution, are:

- To provide information, advice and relevant services to member U3As, and to encourage their involvement in the wider community, while recognizing their autonomy;
- To encourage co-operation and networking between member U3As, and as far as practicable, with other U3A organizations in Australia and internationally;
- To support the formation of U3As within the State of New South Wales and the Australian Capital Territory;
- To promote the U3A movement by publicizing it through various media;
- To represent member U3As at State and National levels;
- To establish and maintain links with educational and Seniors' organizations;
- To co-operate with and seek support from relevant sources for applied research into life-long learning and related aspects of ageing;
- To do all such things as may be conducive to the attainment of these objectives.

The Principles of the Network are:
[Based on the philosophy of the UK co-founder of the U3A movement, Dr. Peter Laslett.]

- To provide affordable learning opportunities for older people, using the skills and abilities of the members themselves.
- Those who learn shall teach and those who teach shall learn, and there shall be no distinction between the two.
- There shall be no qualifications for membership, and no awards, degrees or diplomas shall be given.
- The emphasis shall be on learning for the love of it, and shall include an emphasis on the values of making things and improving skills of all kinds.

- Learning shall take place in a friendly, supportive, social environment
- Those joining a U3A shall pay for its upkeep.
- There shall be no payment to any person (member or non-member) for teaching   or providing a service to members except in the case of reimbursement for such expenses as travel, photocopying, etc.
- The curriculum of a U3A shall be determined by the needs/preferences of its members and according to the resources available to it.
- To be at all times, non-political and non-sectarian in our approach.

The Network Committee consists of the President; the Vice-President; the Secretary; the Treasurer; and 9 ordinary Committee members. Of these, seven ordinary Committee members are elected directly as representatives of U3As in individual, regional ballots.   A person nominating as a regional representative must be a member of a U3A within that region.

The role of a Regional Representative is to:
- Serve as an independent member of the Committee of Management.
- Be a conduit between the Committee and the member U3As in their region providing information and raising matters of concern.
- Provide advice and assistance on U3A matters to groups in the region, upon request, or to guide them to where they might obtain more precise information.
- Assist new groups in the region to become established.

The Regional Representative is encouraged to become a name and a face that U3A members in the region can recognise, and be seen to be approachable.

Non-metropolitan regional representatives are encouraged to visit the U3As within their region at least annually, where practical and feasible. This can be arranged collectively or individually.

The regions currently comprise
Metropolitan Region - Sydney U3A (comprising 7 internal regional groups)
Central Coast/Hunter **-** Central Coast, Cessnock, Eastlakes, Lake Macquarie, Maitland, Myall, Newcastle, Norfolk Island, Port Stephens, S.A.M, Singleton, Tuggerah Lakes
Central West/Blue Mountains **-** Bathurst, Cowra, Dubbo, Forbes, Hawkesbury, Mudgee District, Nepean-Blue Mountains, Oberon, Orange, Parkes.
North West **-** Armidale, Inverell, Moree, Namoi, Tamworth, Warrumbungle
North Coast **-** Ballina/Byron, Brunswick Valley, Clarence River, Coffs Harbour, Dorrigo Plateau, Foster-Tuncurry, Gloucester, Grafton, Kempsey-Macleay, Manning Valley, Nambucca Valley , Northern Rivers (Lismore), Port Macquarie Hastings, Port Macquarie Watonga, Tweed Coast
South West /ACT **-** ACT, Cootamundra, Corowa-Rutherglen, Deniliquin, Goulburn-Mulwaree, Griffith, ISSA, Snowy Mountains
South Coast - Batemans Bay, Bermagui, Central Illawarra, Kiama, Liverpool, Macarthur, Milton-Ulladulla, Northern Illawarra, Sapphire Coast, Shellharbour, Shoalhaven, Southern Highlands,
Wollongong.

New U3As who join the Network will be allocated to one of these regions.
The name and contact details of your U3As Regional representative can be obtained from the Network Secretary (info@nsw.u3anet.org.au) or the Network website.

The **Services of the Network** to its members include:

- A comprehensive Group Public Liability Insurance Policy covering the majority of all U3A activities.

- Copyright Agency blanket licence (again at reduced cost per member) and APRA and Screenrights licences, for those U3As which request them;
- The Resource Library, an online repository of lesson notes and reference materials to assist would-be tutors preparing their courses;
- Sub-domain website access and assistance in website management;
- Generic promotion and publicity for the U3A movement in NSW, including a DVD, leaflets and press releases;
- Developing links with government, and other organisations (such as COTA) in respect to policies relevant to U3A groups in NSW;
- Representing NSW U3As within the national body, U3A Alliance Australia;
- A quarterly newsletter, *Newslink,* with news and information for U3A management committees;
- An Annual Conference;
- Advice and assistance on request, about all aspects of U3A management
- Facilitation of networking between U3As

Application to join the U3A Network NSW Inc overleaf can be downloaded or copied

U3A Network NSW Inc.
Application for membership

The official title of the applicant group is:-

………………………………………………………………………………...……

The address of the group is

………………………………………………………………..

…………………………………………..……………. Postcode………………….

If incorporated, please advise Incorporation Registration number:…………………

If not yet incorporated is incorporation in process? ………………….

Name of primary contact person:-

……………………………………… Email: ……………………………

Has the group adopted the 'General Principles' of U3A? ……………………

Does the group wish to participate in

   (a) Network Public Liability Insurance cover? ……………………..

   (b) Network Copyright (CAL) Licence? …………………………… .

   (c) APRA licence ………………….   Screenrights licence: ……………

How many members does the group currently have? ………………………

Signed on behalf of……………………………………………………………………

By [please print]…………………………………………………………………

Signature……………………………………………Date………………………..

Please send this completed form to

**The Secretary, PO Box 368 Woy Woy NSW 2256. OR by email to:
info@nsw.u3anet.org.au**

NOTE: Please do not forward any payment with this form. You will be contacted when your application is approved and notified of the current annual membership fee and method of payment.