

**NEWCASTLE U3A
COMMITTEE RESPONSIBILITIES LIST – as at 28 August 2022**

Position	Person
President	Jenny Williams
Vice President	Ron Robinson
Secretary	Julie Fibbins
Assistant Secretary	Ann Young
Treasurer	Anne Moore
Assistant Treasurer	Keith Finnie
Venues Co-ordinator	Keith Finnie
Enrolment and Membership Officer	Margaret Finnie
IT Co-ordinator	Joy Carlin
Historian	Norman Birt
Risk Management Committee	Ron Robinson Dale Bray Keith Finnie
Web Manager	Dale Bray Phil Barrington
NB: These are non-committee positions	
Program Co-ordination Team	Jenny Kell (Co-ordinator) Annette Walker (Activities) Caroline de Jongh (Languages) Rosemary O'Neill, Alan West (Excursions) Keith Finnie (Venues) Margaret Finnie (Enrolments) Joy Carlin (IT)
Quarterly Newsletter	Judith Murray
Archivist	Vacant
COVID Safety Officer	Margaret Flood
Publicity Officer	To be sought from membership
Course Clerk Co-ordinator	Margaret Finnie
Printing/Stationery	Julie Newing, Shirley Green
Public Officer	Keith Finnie
Equipment Officer	Alan West