

UNIVERSITY OF THE THIRD AGE – ADELAIDE

MEMBERS' LIAISON OFFICER

POSITION DESCRIPTION

- The Members' Liaison Officer (MLO) will act as a channel of communication and liaison between individual U3A members and the President, Board and/or its sub-committees.
- The MLO will receive comments, suggestions or complaints from members. Initially this may be on an informal basis and the MLO will attempt to resolve the matter informally. If this is not possible, or in the case of an alleged breach of the Code of Conduct, the MLO will advise the member to submit the matter on the Form approved by the Board. Copies of the Form can be obtained from the Office or downloaded from the website.
- Where a matter that is raised relates to an alleged breach of the Code of Conduct the MLO will raise it with the President or other member of the Board so that it can be dealt with in accordance with the requirements of the Constitution.
- Other matters that are relatively minor may be dealt with by the officer to whom the form has been referred.
- Significant or major issues will be referred to the President immediately, who will then decide if they need to be considered by the Board.