



Class Representatives Guidelines

Class Reps & Deputies support Tutors with class administration and communication of the organisation's messages to the members.

On joining U3A Manningham, we agree that we have a responsibility to respect members' rights and appreciate the efforts of those who volunteer to assist our organisation to function.

Our Constitution & Policies (available on the U3AM website)

Anti-Discrimination	Accommodation
Assistance to Outside Entities	Bullying
Conflicts of Interest	Enrolment
Grievance	Health & Safety
Membership	Member Awards
Risk Management	Sexual Harassment

These policies and other useful information about U3AM are available on the U3A Manningham website or at the Office.

Getting started

1. During the first class, the Tutor appoints a Class Representative and Deputy Class Representative.
2. Tutors will email the Class Rep Coordinator to advise the names of the new Class Reps and Deputy Class Reps.
3. Class Reps receive notification "Able access MyU3A to mark attendance".
4. Information on how to mark the roll online appears at the end of this document.

Class Representatives' duties

- Ensure attendances are entered onto paper roll.
- Access MyU3A to enter attendances online.
- Be prepared to access and read notices to the class.
- Collect and record monies for class materials.
- Follow up member absences.
- Support evacuation by taking completed roll out of the building.

Deputy representatives

- Organise room set-up, equipment, photocopying.
- Provide support to Class Rep.
- Act as Class Rep if that person is unavailable.

Both

- Attend one Class Rep meeting annually.
- Notify class members if a class is cancelled.

In the absence of both Class Rep and Deputy Class Rep, the Tutor manages these tasks.

Priorities for volunteering are explained in the Enrolment Policy.

Class Rep Duties

Attendance

- Mark the attendance roll at the **start** of each session so it can be used in an emergency.
- Ensure that **only** those who are enrolled in your class are in attendance.
- Enter attendances in the MyU3A online system on the day that the class is held.
- Once the complete term attendance is entered on the MyU3A system, keep the paper roll for each term until the end of the year.
- To assist those re-ordering the office pigeon-holes to accommodate new classes, please leave pigeon-hole empty at the end of each term.
- Guests must be introduced to the Tutor and wear a name tag with emergency information.

Notices

- Check class pigeon-hole for class notices each week. (At the present time, because of COVID regulations, Class Reps are unable to enter the office and should request the Office Volunteers to obtain the notices and class rolls. Please be specific with the number and name of your class.)
- Read notices and/or communicate core information to class members at the start of each session.

Money

- Collect and record contributions for class materials from all class members.
- A voluntary gold coin donation per term is appropriate for tutor gifts regardless of the size of the class.

Deputy Class Reps

- Provide assistance to Class Rep as required.
- Perform Class Rep responsibilities if Class Rep is absent.
- Liaise with Tutor and Class Rep regarding room set-up, equipment required and photocopying.

Class Organisation

- Arrange class member support for set-up and dismantle.
- Ensure room is emptied within 5 minutes of finish time.
- Turn off all lights and leave room tidy and ready for next class.
- Arrange set-up of appropriate support equipment for members with special needs. (See Equipment Officer, if necessary.)
- Please ensure equipment is stored as and where it was found.
- Remind members to turn mobile phones off at the start of each class.

Photocopying

Photocopy class notes as required by Tutor. Enter the number copied into the Photocopy folder under your class name and pay at the Office. Money has to be paid at the time of printing.

Members are expected to pay for the cost of: Photocopied class notes (5 cents per printed side) and expendable items eg tennis /golf balls, shuttlecocks, bidding and scoring sheets, art/craft materials, video hire, texts for class use, etc.

(At the moment, because of COVID regulations, members cannot enter the Office Therefore, the printing will be done by an Office Volunteer. The Class Rep or Deputy Class Rep should specify the number of copies required and pay for the printing on collection. No receipt will be issued if less than \$5.)

Follow up of Member Absences For classes with waiting lists only

After three consecutive unexplained absences - contact the absentee to ascertain if they wish to continue in the class?

If...NO

- Consult with Tutor! Only the Tutor and the member can make the decision to withdraw from the class.
- Complete a yellow **Change of Class** form on their behalf and leave in enrolment pigeon-hole.
- OR Email: enrolments@u3amanningham.org.au.

If ...YES

Be sensitive to the situation. Remind them that, in fairness to members on waiting lists, any member away for 10 sessions (explained or unexplained) in one class across the year may forfeit their place.

At the end of each term, tally the absences on the right-hand side of the marked paper attendance list and keep a copy.

Contact a member with 9 absences to remind them.

Consult with Tutors who may use their discretion, for members with extenuating circumstances only, to keep members in the class after prolonged absence.

Emergencies: Recommended Procedure in an Emergency

AMBULANCE: Call 000 (Zero, Zero, Zero)

It is best if the '000', call is made close to the patient for an accurate account of the patient's current medical status.

Triple zero operators may ask:

- Is the patient conscious?
- Is the patient breathing?
- Is the patient responsive? (Sometimes these questions need clarification.)
-

If ambulance officers are required, they may wish to speak directly with someone on the scene.

Location of U3A OR other location - Tutors manual contains list.

Address: The Pines Living and Learning Centre Unit 2 / 520 Blackburn Road. Doncaster East 3109.

1. Remain with and assist the patient (2 people).
2. Inform the Office.
3. Obtain articles to assist if required: defibrillator, first aid kit.
4. Guide the paramedics to the patient.
5. Dismiss the class and remove anyone without an active role from the area.
6. Ensure the patient's privacy is always respected.
7. If the patient is to be transported to another location, their belongings should accompany them. Handbags and briefcase may contain needed medications.
8. Notify next of kin or 'Significant Other' (Tutor or Class Rep).

How to mark the roll on MyU3A

1. Log in to the Tutor Portal, using your ID and password.
2. Click on **Next**.
3. Select your class.
4. Select - **Mark day**.
5. Select date to be marked, in the top row.
6. Click on **Mark date**.
7. Untick any class members not present.
8. Click **Mark**.
9. Click **Done**.

Apologies

1. Mark day.
2. Select name of member apologising (only one name at a time).
3. Select commence date for apology (on the date row at the top).
4. Put a figure in the box next to Apology, for how many apologies the person has submitted.
6. Click on **Apologies**.
7. Click **Done**.

If you require further help with the roll marking, contact the Class Rep Coordinator, Heather Johnson, or the Assistant Class Rep Coordinator, Cynthia Fan. Instructions are also available on the U3AM website. Go to Courses page, Scroll to bottom. Read Tutor Help.