

ENROLMENT PRIORITIES FOR ALL VOLUNTEER TASKS for 2021

LEVEL 1

Committee of Management members

Committee Appointments (40+ hours per year): Deputies to COM positions;

Subcommittee members (40+ hours per year) responsible for :-

Tutors; Migrant English program; Summer school; Class Representatives; Mobile Phone tuition; Auditing; Banking/Petty cash; Time table; Brochure production; Special Events and Functions; Projects; Building Security; Name tags production; Volunteers; Membership survey; QR Code management

Programs (15+ sessions per year): Class tutors; Substitute tutors; Associate tutors (Strength Training); Assistant tutors (Computer, Dancing, Tai Chi, ipads);

Other program tasks (40+ hours per year): Migrant English tutors; mobile phone tutors

Office (40+ hours per year): Office roster management; Staff replacement; Archive management

Enrolments (40+ hours per year): Data base management ; Registration of enrolments; Production of membership lists for all required purposes (classes; postcode; age; volunteers; etc.)

Publications (40+ hours per year): Editing Newsletter; Formatting Newsletter; Co-ordinating Distribution of Newsletter; Historical markers

Equipment (40+ hours per year): Equipment maintenance co-ordination; tutor assistance with equipment

Functions and Events (40+ hours per year): Functions manager; Special events manager.

Other Committee appointments: Life members; Distinguished service awardees; Members 90+ years old

LEVEL 2

Committee Appointments (20 – 39 hours per year): Deputies to COM positions

Subcommittee Members or their Deputies (20 – 39 hours per year) responsible for :-

Tutors; Migrant English program; Summer school; Class Representatives; Mobile Phone tuition; Auditing; Banking/Petty cash; Time table; Brochure production; Special Events and Functions; Projects; Building Security; Name tags production; Volunteers; Membership survey; Health and Safety; Equal Opportunity; Risk Reduction; Display cabinets

Programs (7-14 sessions per year): Class tutors; Substitute tutors; Associate tutors (Strength Training); Assistant Tutors (Computer, Dancing, Tai Chi, ipads)

Other program tasks: (20-39 hours per year): Migrant English tutors; Mobile phone tutors
Class pigeonholes; Timetable management; QR code wardens

Other program tasks: (3-4 terms per year): Class representatives; Covid cleaners

Office (7-14 sessions per year): Office staff replacement: Office duty; Data entry; Archive upgrade

Enrolment (20-39 hours per year): Data base management; Registration of enrolments; Production of membership lists for all required purposes

Publications (20-39 hours per year): Editing Newsletter/brochure; Formatting Newsletter/brochure; Distributing Newsletter/brochure; Historical markers

Equipment (20-39 hours per year): Equipment maintenance/supervision; tutor assistance with equipment

Functions and Events (20-39 hours per year): Function team members; Events team members

LEVEL 3

Committee Appointments for the following responsibilities (10-19 hours per year): Notice boards; Photography; Library; Kitchen supplies; Office supplies ; Furniture repairs; Waste Paper disposal; Doncare food donations delivery; Building Security

Programs (3-6 sessions per year): Class tutors; Substitute tutors; Associate tutors (Strength Training); Assistant Tutors (Computer, Dancing, Tai Chi, ipads)

Other Programs (10-19 hours per year): Migrant English tutors; Mobile phone tutors; Class pigeonholes; Timetable management; QR code wardens

Other Program tasks

(1-2 terms per year): Class representatives; Covid cleaners

(3-4 terms per year): Deputy class representatives

Tutor nominees: (3-4 terms per year): Class equipment operators; Wall operators ; Furniture movers; transport for class member(s)

Office (3-6 sessions per year): Office staff replacement; Office duty; Data entry; Archive upgrade

Enrolment (10-19 hours per year): Data base management; Registration of enrolments; Production of membership lists for all required purposes

Publications (10-19 hours per year): Editing Newsletter /brochure; Formatting Newsletter/ brochure; Distributing Newsletter /brochure

Equipment (10-19 hours per year): Equipment maintenance/supervision; tutor assistance with equipment

Functions and Events (10-19 hours per year): Function team members; Special events team members; Seniors week displays

Other Committee appointments: 80-89 year olds

LEVEL 4

COM Appointments (1-9 hours per year): Notice boards; Photography; Library; Kitchen supplies; Office supplies; Furniture repairs; Paper disposal; Building security

Programs (1-2 sessions per year): Class Tutors; Substitute tutors; Associate tutors (Strength Training); Assistant Tutors (Computer, Dancing, Tai Chi, ipads); QR code wardens

(2-9 hours per year): Migrant English tutors; Mobile phone tutors; Class pockets

(1-2 terms per year): Deputy class representatives

Tutor nominees (1-2 terms per year): Equipment managers; Wall closers/openers; Furniture movers; transport for class member(s)

Office (1-2 sessions per year): Office duty; Data entry; Archive upgrade

Publications (2-9 hours per year): Editing Newsletter brochure; Formatting Newsletter/ brochure; Distributing Newsletter /brochure

Equipment (2-9 hours per year): Equipment maintenance

Functions and Events (2-9 hours per year): Function team members; Special events team members; Seniors week displays; Catering / function assistants; Catering – 2 plates of food per year