

MANNINGHAM U3A INCORPORATED

ENROLMENT PRIORITY POLICY

Version No. 7	Prepared by: Committee	President:	Secretary:
Date:	of Management	Date:	Date:

Introduction

1. Manningham U3A Incorporated encourages members to volunteer for duties within the organisation to ensure the efficient administration of all activities required to maintain the organisation.
2. To this end, members are rewarded by being assigned to various levels of priority in the enrolment process.

Purpose:

3. To document currently accepted Enrolment Priority Policy.
 - 3.1 The principal aim of this policy is to encourage and acknowledge members' readiness to volunteer for duties and accept responsibilities within Manningham U3A Incorporated in order to optimise the performance of the organisation.
 - 3.2 The contribution made by members to the organisation is acknowledged by enabling volunteers to enrol into classes for the following year ahead of others dependent on the level of their volunteer involvement.

4. The various levels of priority for enrolment are set out in the following table with Level 1 highest.

LEVEL	ELIGIBILITY
1	Committee of Management, Life Members, Distinguished Service Awardees, Members aged 90+ years, Weekly Security Officers, Weekly Data Entry <i>15+ sessions:</i> Class Tutors, Substitute Tutors, Associate Tutors <i>40+ hours per year:</i> Committee Appointments, Migrant English Tutors, Mobile Phone Tutors, Home Entertainment Tutors
2	Enrolment Supervisors <i>7-14 sessions:</i> Class Tutors, Substitute Tutors, Associate Tutors, Office Staff, Replacement Security Officers <i>20-39 hours per year:</i> Committee Appointments, Migrant English Tutors, Mobile Phone Tutors, Home Entertainment Tutors, Catering/Function Assistants <i>3-4 terms:</i> Class Representatives, Tutor Assistants
3	Members aged 80 – 89 years <i>3-6 sessions:</i> Class Tutors, Substitute Tutors, Associate Tutors, Office Staff, Enrolment & Data Entry Assistants, Replacement Security Officers <i>10-19 hours per year:</i> Committee Appointments, Migrant English Tutors, Mobile Phone Tutors, Home Entertainment Tutors, Catering/Function Assistants <i>3-4 terms:</i> Deputy Class Representatives, Tutor Nominees <i>1-2 terms:</i> Class Representatives, Tutor Assistants
4	Brochure distributors, Food suppliers, Equipment maintainers <i>1-2 sessions:</i> Class Tutors, Substitute Tutors, Associate Tutors, Office Staff, Enrolment & Data Entry Assistants, Replacement Security Officers <i>1-9 hours per year:</i> Committee Appointments, Migrant English Tutors, Mobile Phone Tutors, Home Entertainment Tutors, Catering/Function Assistants <i>1-2 terms:</i> Deputy Class Representatives, Tutor Nominees
5	All other current members and New Members

Procedures:

5. Prior to the commencement of enrolments for the following year, a list of all members who have undertaken volunteer duties during the current year is displayed on the Notice Board in late October so that members can ensure that their volunteer duties have been correctly recorded.

Where levels have not been correctly recorded, the member is to promptly advise the office.

6. Enrolment information for the following year is to be advised to all current members in early November.

The information package contains all relevant information for the member to enrol, including dates of enrolment for respective levels of priority enrolment.

7. Instructions within the enrolment package allow members to record their class preferences and choices as well as information for the following year.

8. Enrolments to Manningham U3A Incorporated can be made –
 - 8.1 in person on the nominated date by supplying information on pre-printed forms, or
 - 8.2 or by written application on pre-printed forms via the office, or
 - 8.3 online via web site www.u3amanningham.org.au
9. Enrolment is on a first-come-first-served basis based on the information supplied for enrolment and priority levels of volunteering.
10. Once all designated places in a course are allocated, subsequent applicants are placed on a wait list. Then, if members should withdraw from that class, the first member from the wait list will be offered a place by an Enrolment Co-ordinator if the class is not closed to further intake.
11. Some courses offer progressive weekly learning from the commencement of the class. Wait lists do not apply to these classes.

Responsibilities:

12. The level to which Committee Appointments are assigned will be determined by the respective Committee of Management member in accordance with the nature of the volunteer duty undertaken by the ordinary member within the committee member’s role of responsibility. Examples of the criteria by which that judgment will be arrived at are the degree of responsibility and initiative involved, the complexity of the task, the extent of commitment and the time devoted to the execution and realization of the task.
13. Members at Manningham U3A Incorporated are grouped into I. D. Task No’s relevant to the information they have supplied on their enrolment form. The assembled information is available to Committee of Management members and Co-ordinators for the selection and appointment of volunteers for the various volunteering tasks.
14. The Manager of all direct volunteers is to provide in mid October to the Enrolment Co-ordinator, a list of members detailing the associated tasks they have performed during the year. The list is to show all volunteers for the current year, their task I.D. Numbers and their re-enrolment priority level for the following year.

Members responsible for providing volunteer names for Priority Lists

President:	Committee of Management, Life Members, Distinguished Service Awardees, Building Security Officers, Committee Appointments.
Vice President:	Committee Appointments.
Treasurer:	Committee Appointments.
Secretary:	Committee Appointments.
Enrolments:	Members 90+, Members 80-89, Data Enterers, Enrolment Assistants, Committee Appointments.
Curriculum:	All Class Tutors including Assistants/Substitutes/Associates/Nominees, Class Reps/Deputies, Class Appointments, Committee Appointments.
Office:	Office Volunteers, Committee Appointments.
Publicity:	Newsletters, Brochure Distributors, Committee Appointments.
Equipment:	Equipment Maintainers, Committee Appointments.

Reason for Issue: 80-89 re-classified to Level No. 3 priority

Catering: Food Supplies, Catering Assistants, Committee Appointments.

Related Manningham U3A Incorporated Policies:

- * Membership Policy
- * Member Awards Policy
- * Privacy Policy
- * Anti-Discrimination Policy