



Class Reps

**Class Representatives & Deputies
support tutors with class administration
and communication of the organization's
messages to the members**

Policies



MANNINGHAM
UNIVERSITY OF THE THIRD AGE

[Home](#) [Courses](#) [About Us](#) [Events](#) [Newsletters](#) [Notices](#) [Gallery](#) [Useful Links](#)

[Member Login](#)

Our Constitution and Policies

Constitution	Code of Conduct Policy	Privacy Policy
Anti-Discrimination Policy	Accommodation Policy	Assistance to Outside Entities Policy
Bullying Policy	Conflict of Interest Policy	Enrolment Policy
Grievance Policy	Health & Safety Policy	Membership Policy
Member Awards Policy	Risk Management Policy	Sexual Harassment Policy

Policies covering Privacy and many aspects of U₃A are now on the 'About' page of the website or at the office.



Tutor Support

During the first session the tutor appoints a Class and a Deputy Class Representative from those who have volunteered. Class and Deputy Class Representatives are required to:

- access the myu3a system.
- enter attendances online.
- be prepared to access and read notices to the class.
- attend one Class Rep meeting annually.
- notify class members if a class has to be cancelled.



In the absence of both the CR and DCR the tutor completes the duties as outlined in this booklet.

Priorities for volunteering are explained in Enrolment Policy.

Class Rep Responsibilities

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 the complete term on the myU3A system, photocopy and place the completed original in the box marked Attendance Records. To assist those reordering the pigeonholes to accommodate new classes please leave pigeonhole empty.
- Enter attendances on the MYU3A System before next class.

Notices

- Check for class notices each week.
- Read notices and/or communicate core information to class members at the **start** of each session.

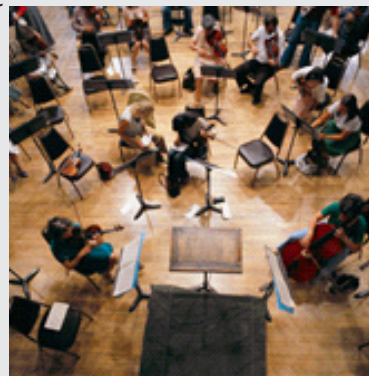
Money

Collect and record contributions for class materials from class members.

The tutor will determine the costs and the CR is responsible for the collection and for maintaining a record of payments.

A voluntary gold coin donation per term is agreed as appropriate for tutor gifts regardless of the size of the class.

Tutors give their time as do all volunteers at U3A The size of the gift is not significant. It is the effort to thank them that is important.



Deputy Rep Responsibilities

Perform Class Rep responsibilities if Class Rep is absent.

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 & leave room tidy and ready for next class.
- Arrange set up of appropriate support equipment for members with special needs (see Equipment Officer if required).
- 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.

For Photocopier Training email:

office_manager@u3amanningham.org.au

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



For Classes with Waiting Lists

Process for Following up Member's Absences



After three consecutive unexplained absences contact the absentee: "Do they wish to continue in the class?"

If... 'NO'

- Complete a yellow 'Change of Class' form on their behalf.
- Email: enrolments@u3amanningham.org.au.
or
- Place it in the Enrolment Officer's pigeon hole.

If ... 'YES'

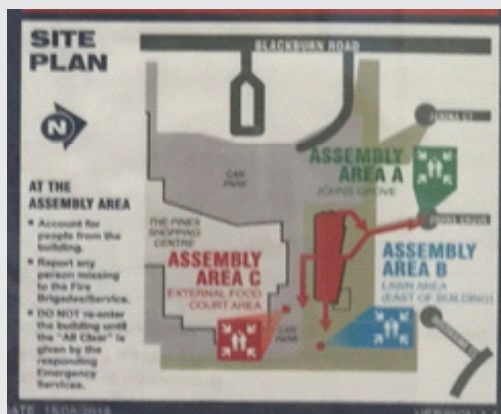
Be sensitive to the situation. Remind them that in fairness to members on waiting lists, any member away for 10 sessions (explained or unexplained) in one class across the year may forfeit their place.

- 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.
- After 10 absences withdraw them online and notify the enrolment team.
- Consult with tutors who may use their discretion, for members with extenuating circumstances only, to keep members in the class after prolonged absence.

Emergencies

- If any member falls ill in class call **000** and emergency contact number on name tag.

- Identify the exit and become familiar with the assembly area and your role in emergencies e.g. Class Representative call names of those present after evacuating to ensure everyone is out of the building.

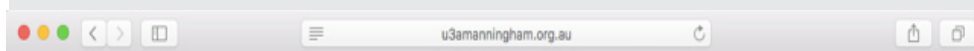


- Remind members participating in least twice a year that name tags with emergency information on the reverse are to be worn while at U3A activities, for member safety and U3A Emergency requirements.

Member Support

Send a card to class members who are experiencing difficulties or loss.

Check out the improved U3A Manningham website



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Home

Courses ▾

About Us

Events ▾

Newsletters

Notices

Gallery

Useful Links

Member Login



Latest News

Orientation day for New

U3A Manningham provides a wide range of educational, physical and social activities for retired and semi-retired people aged 55+. There are no entry requirements and no examinations.

Term Dates

Stay informed

Thank you for volunteering to make this a place where we can all continue to learn and have fun.

U3A Manningham
The Pines Learning and Activity Centre
2/520 Blackburn Road
Doncaster East, Victoria 3109
<http://u3amanningham.org.au>