

## **MANNINGHAM U3A INCORPORATED**

### **ENROLMENT PRIORITY POLICY**

#### **Version 7**

#### **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 enroll 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.

<b>LEVEL</b>	<b>ELIGIBILITY</b>
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	Members aged 85-89 years, 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	<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
6	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/early November 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 enroll, 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 by written application on pre-printed forms via the office, or
  - 8.3 online via website [www.u3amanningham.org.au](http://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. The MyU3A Management System incorporates designated dates for members to enroll according to the priority level determined from their volunteer activities in the current year.
  - 10.1 an online enrolment with an allotted priority level is applicable for the designated date only.
  - 10.2 an assisted online enrolment is applicable for the designated date only.
  - 10.3 all written applications received at the office prior to the designated date will be processed after the online (direct and assisted) applications for the pre-determined priority level designated date.
  - 10.4 after the designated date has passed the priority level is no longer relevant and the member can enroll online or be assisted to enroll at any time. The application is treated in the order the system receives the information.
11. 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.

## **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 volunteer tasks relevant to the information they have supplied on their enrolment form or online. The assembled information is available to Committee of Management members and the Volunteer Co-ordination Team 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 volunteer task 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 85-89, 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
Catering:	Food Supplies, Catering Assistants, Committee Appointments

**Authorisation**

15. This policy was adopted by the Committee of Management of Manningham U3A Incorporated, and minuted as such, on 16 November 2015.
16. The policy was amended by the Committee of Management on 13 November 2023 to change the 80-89 age group to an 85-89 age group.

**Related Manningham U3A Incorporated Policies:**

- \* Membership Policy
- \* Member Awards Policy

- \* Privacy Policy
- \* Anti-Discrimination Policy