

# U3A MANNINGHAM (U3AM)

## Class Representatives' Guidelines 2024

**Class Representatives & Deputy Class Representatives support Tutors with class administration and communication of U3AM's messages to the members.**

On joining U3A Manningham (U3AM), we agree that we have a responsibility to respect members' rights and appreciate the efforts of those who volunteer to assist our organization to function.

### **Our Constitution & Policies**

Accommodation

Anti-Discrimination

Assistance to Outside Entities

Bullying

Code of Conduct

Conflict of Interest

Enrolment

Grievance

Health & Safety

Member Awards

Membership

Privacy

Risk Management

Sexual Harassment

These policies and other useful information about U3AM are available on the U3A Manningham website – ([u3amanningham.org.au](http://u3amanningham.org.au)) or at the office.

## **GETTING STARTED**

- During the first class, the Tutor will appoint a Class Representative and a Deputy Class Representative.
- The Tutor will then advise the names of their Class Representative and Deputy Class Representative to the Class Representative Coordinator.
- Class Reps and Deputy Class Reps will be advised when their names have been registered on the MyU3A system.
- Information on how to mark the roll in the MyU3A system is on Page 4 of this document
- The Enrolment Team will print out the class rolls and place them in the class pigeon hole.

## **CLASS REPRESENTATIVES' DUTIES**

### **Overview:**

- Assist the Tutor in the smooth running of the class – which includes ensuring that:
  - attendances are noted and recorded in MyU3A,
  - notices are collected from the class pigeon hole or received by email are read to the class,
  - furniture is stored away by class members at the end of each class,
  - money for class materials is collected and recorded, and
  - any other duties as required by Management or the Tutor.

## **DEPUTY CLASS REPRESENTATIVES' DUTIES**

### **Overview:**

- Assist the Tutor & Class Rep in the smooth running of the class – which includes providing support to the class rep and acting as a class rep in their absence.

## CLASS REPRESENTATIVES' DUTIES.

### Class Organisation

- Ensure class members assist with the setup of tables and chairs at the beginning of the class and clean and put them away at the end of the class. This is the responsibility of all class members at the end of **every** class.
- Ensure the room is emptied within 5 minutes of finish time.
- Turn off all lights & leave room tidy and ready for the next class.
- Arrange the set-up of appropriate support equipment for members with special needs (see Equipment Officer, if necessary).
- Remind members to turn mobile phones off at the start of each class.

### Attendance

- Two copies of the roll will be supplied to each class. The Tutor should always have one copy in case the Class Rep is absent. The Tutor can then pass on the roll to the Deputy Class Rep for marking.
- It is advisable that the Class Rep checks the MyU3A database before each class to see if there are any new members enrolled in their class and to make the new member feel welcome. This would also inform the Class Rep of any absences which have been registered online.
- Ensure that **only** those who are enrolled in the class are in attendance. Do **NOT** write names on the bottom of the Attendance sheet. Check with Enrolments and request a new printout if there are new enrolled class members.
- Mark the attendance roll sheet at the **start** of each session so it can be used if there is an emergency.
- It is **essential that attendances are entered on the MYU3A online system** as soon as possible after the class and before the end of each term. If you would like some training on how to mark the roll online, please contact the Class Rep Coordinator (contact details on Page 5).
- If a class is cancelled, please inform the Class Rep Coordinator so that it can be recorded in the class profile on MyU3A
- Once attendances have been entered on the MyU3A system, the Class Rep should keep the paper roll until the end of the term. Do **NOT** return it to the office.
- Guests must be introduced to the Tutor and wear a name tag with emergency information.

### Notices/Class Pigeon Holes

- Check the class pigeon hole before each class and read out these notices as well as the notices which have been emailed to members at the start of each class.
- Class Reps may check the class pigeon hole themselves or ask an office volunteer to assist. If requesting office assistance, please be specific with the name and number of the class.
- Ensure that the class pigeon hole has been cleared at the end of each term.
- Advise Class Members if the class is cancelled.

### Collection of Money

- Collect and record contributions for class materials from all class members. Members are expected to pay for the cost of: photocopied class notes, expendable items e.g., tennis/golf balls, shuttlecocks, bidding and scoring sheets, art/craft materials, video hire, texts for class use, etc.
- A **voluntary** donation is appropriate for tutor gifts regardless of the size of the class. Remember that this is **strictly a voluntary** contribution and you cannot state that a person must put in a certain amount. We don't know other people's personal situation and by insisting on a donation, you may embarrass the member. Tutors are volunteers and they do not expect to get paid for their services.

### Photocopying

- Please request an Office Volunteer to do any photocopying as required by the Tutor. Please specify the number of copies and pay for the printing on collection.

### **Member absences** (especially classes with waiting lists)

- After three consecutive unexplained absences, contact the absentee member to ascertain if they wish to continue in the class.:

If..'NO'

- Consult with the Tutor. Only the Tutor and the member can make the decision to withdraw from the class.
- Email: [enrolments@u3amanningham.org.au](mailto:enrolments@u3amanningham.org.au).

If..'YES'

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

- Contact a member with 9 absences to remind them. This is only necessary if a class has a waiting list or if it is getting close to the maximum limit for the class.
- Consult with the Tutor who may use their discretion for members with extenuating circumstances only, to keep members in the class after a prolonged absence. The nine absences include those with an apology. The reason for this is to allow people on the wait list to have a chance of getting into a class.

### **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 like to speak directly with someone on the scene.

**Location of U3A or other location** - Tutors manual contains the 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. Hand bags and brief cases may contain needed medications.
8. Notify next of kin or 'Significant Other' (Tutor or Class Rep).

### **DEPUTY CLASS REPRESENTATIVES' DUTIES**

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

# HOW TO MARK THE ROLL ON MYU3A & SEND AN EMAIL TO THE CLASS

## HOW TO LOGIN TO MARK THE ROLL

1. Log in to the U3A website – *u3amanningham.org.au*
2. Select **Login** from the tool bar at the top of the page
3. Select **Tutor/Class Rep Login** from the dropdown menu
4. The **Tutor Login** page appears, type in your Member ID and password
5. Select Next
6. Select the class for which you are the CR or DCR from the listing on this page
7. The **Class Profile** Page will appear

## IF YOU HAVE FORGOTTEN YOUR PASSWORD

1. Log in to the U3A website – *u3amanningham.org.au*
2. Select **Login** from the tool bar at the top of the page
3. Select **Existing Member Login** from the dropdown menu
4. Type in your Member ID
5. Select **Forgot Password/Id**
6. Type in your email address
7. Select **Send Password**
8. **Email Sent** message will appear
9. Check your emails for an email from U3A which will advise you of your password.

## HOW TO MARK THE ROLL ONLINE ONCE YOU ARE LOGGED IN

When marking the Roll online, it is recommended, although not essential, that you record the Apologies first before proceeding with recording attendances.

### TO RECORD APOLOGIES

1. Scroll down the page and select **Mark Day** on the **Class Profile** Page
2. Select the name of the member apologising (only one person at a time)
3. Select commencement date for apologising (on the date row at the top)
4. Put a figure in the box next to **Apology** for how many apologies/days the member has submitted.
5. Click **Apology** (**A** will then appear next to the person's name for the number of days requested).
6. Click **Done**

### TO MARK ATTENDANCES

1. Select the Date to be marked (in the top row)
2. Click on **Mark Date**
3. Ticks will appear against all names for that date – except where an Apology has been recorded.
4. Untick any class members not present on that date
5. Click **Mark**
6. Click **Done**
- 7.

**Note:** Members who were absent without submitting an apology will have “.” in the box instead of a Y or an A for that day

## TO MAKE CHANGES AFTER THE ROLL HAS BEEN MARKED ONLINE

### TO REMOVE APOLOGIES

1. Select the name of the person and the date
2. In the **How many** box, type 1, then Select **Apology**. This will remove the "A".
3. Select **Done**

### TO REMOVE OR ADD AN ATTENDANCE

1. Select the date
2. Select **Mark Day**
3. Ticks will appear against the names who have been marked as present
4. Untick the name/s that have been incorrectly marked as having attended on that date, or, add a tick to an empty box to add an attendance.
5. Select **Mark**
6. You can then either leave the box beside a member's name empty (".") or then add an apology (if an Apology has been submitted) in the normal way.

## PRACTICE PAGE

*The Tutor/Class Rep Practice Page is a page which enables tutors/class reps to practice any of the online functions. The changes will be made to the practice database, not the live one. It does not matter if you make a mistake or change anything incorrectly as the database is replaced by a copy of the live one around 11pm each night.*

1. Log onto the U3A website
2. Select **Courses** from the tab along the top of the page
3. Select **Tutors & Class Reps** from the dropdown menu
4. The **Tutors & Class Reps** page will appear
5. Scroll down to **Practice Pages**
6. Select **Tutors/Class Reps Practice Page**
7. On the **Tutor Login** page – login your Member ID and password
8. Follow instructions on How to Mark the roll on MyU3A (outlined on page 4)

## HOW TO SEND AN EMAIL TO MEMBERS IN YOUR CLASS

On the **Class Profile Page**

1. Scroll down the page and select **Email Class**
2. On the next screen, type in a **Subject** and text in the **Email Text** in the respective spaces
3. Select **Send to Class** – and do not exit the next screen until all members have been listed.
4. Select **Next**

\*\*\*\*\*

If you require further help with roll marking, contact

- the Class Rep Coordinator, Heather Johnson ([heatheru3a@gmail.com](mailto:heatheru3a@gmail.com)) or
- the Deputy Class Rep Coordinator, Agnes Ng ([agnesu3a@gmail.com](mailto:agnesu3a@gmail.com)).