

U3A committee

Committee members volunteer their time and often take on multiple roles and tasks. Many are also tutors, and all are there to help make things run smoothly for you. Current committee members are:

President	Janet Sell	0408 590 421	
Vice President	Rees Campbell	0409 006 170	reescampbell1@gmail.com
A/Secretary	Jo Crothers	64 422 824	
Treasurer	Alwyn Friedersdorff	0408 421 166	
Website and Public Officer	Mervyn Mitchell	64 451 168	

Committee Members: Jeremy Cleverly 6445 4422, Frank Croucher 0419 722 454, Cheryl Lehtinen, Mairin Campbell,

There are also a number of members who have volunteered to act as **Session coordinators**.

Their role is to help out with class organisation issues such as notifying students of any changes of time or venue if this arises, arranging key pick up and return and ensuring the Attendance Form for your class is completed and returned.

U3A tutors

You are the key to our organisation's success. You give the gift of expertise and time to make your course a quality learning experience for U3A students.

The U3A Wynyard committee helps you to do this in a number of ways, including:

- Finding and hiring suitable venues
- Advertising and promoting your class through newspapers, posters, newsletters, brochures and social media
- Contacting your students to remind them of the class starting date,
- Providing some equipment for your use in class including a data projector, screen, whiteboards and butchers paper
- Providing tea, coffee milk, sugar and biscuits for your class
- Providing insurance cover for your U3A teaching activities

U3A Wynyard covers these costs largely from membership fees and we want to keep these as affordable as possible. Because of this we ask you to:

- Be as stringent as possible with the class resources you develop. If you need to make photocopies you can claim reimbursement for this, but funds are very limited. If you think you will be using a lot of resources, discuss options with a committee member before your class starts. You are also able to claim reasonable fuel costs if you have travelled more than 20kms to teach your class.
- Social interaction is an important aspect of U3A – and where better than a mid-class break over a cup of tea or coffee? A toilet break is also welcome for many.



Tutor Responsibilities

Newsletter

- Check your class details are correct. If there is an error, or you are unable to meet any prior committed dates, please notify a committee member ASAP.

Before the start of your course/ class

- Complete **U3A Membership Form** (see Tutor Benefits below)
- If possible, attend the short tutor information session provided at the start of each term. Even if you are an experienced teacher, this session concentrates on specific needs and benefits of older learners. You will also meet other U3A tutors and will have the opportunity to exchange tutoring ideas.

Use of venues

- Check exits, emergency exit plan, fire extinguishers, First Aid, location of toilets etc
- Follow the U3A written procedure provided for each venue

At Class

- Turn up in sufficient time to organise your room; allow for the set-up of technological aids
- Check against numbered checklist that all pieces of equipment are in place
- Inform students of location of exits, toilets etc
- Ensure **Medical Form** is completed if applicable
- If there is not a Session Coordinator present:
 - Complete **Attendance Form** at each session
 - Note students not already enrolled, verify membership status and provide appropriate form
 - Mark *Guest* students as such on **Attendance Form**. **This is important for our insurance*

After Class

If there is not a Session Coordinator present:

- Check against numbered checklist that all pieces of equipment are in place
- Return equipment and complete associated paperwork
- Return venue key as arranged
- Return **Attendance Form** at the end of your course as instructed. **This is important for our data collection*
- Ensure enrolment form or membership form and payment goes to Alwyn or Janet

Tutor Benefits

As a volunteer tutor, you are entitled to free membership of U3A Wynyard for the term in which your course is conducted. This means you can enrol in any classes of interest to you. However, regardless of whether you take other classes or not, you must fill out a U3A membership form.

Membership, enrolment and all other relevant tutor forms can be found on the website. You will also find some tips for teaching older adults: www.wynyard.u3anet.org.au