

The Role of the Class Leader

Class Leaders are those who undertake to lead a class under the auspices of U3A Castlemaine, and are critically important to the success of the organisation. Below are major responsibilities required of, and optional activities for, Class Leaders.

Before your class starts:

- Provide a description of the proposed activities of the class for inclusion in the online MyU3A database and the annual Classes Prospectus on the form provided by the Class Coordinator.
- Give consideration to the way you plan to conduct your class and how you plan to interact with your participants.
- Organise the activities provided to participants. Class Leaders do not necessarily act as a Teacher/Lecturer/Tutor/Instructor, but they are responsible for ensuring that the program of the class is carried out.
- Ensure the names of Class Leaders or Assistants who are not members of U3A Castlemaine are submitted in writing to the Secretary, at least one month before their appointment, so that for the purposes of insurance these persons may be listed as Honorary Members.
- The Venues Coordinator will advise you of the venue assigned to your class.
- If you want to provide photocopied material to your students, see the document 'U3A Office' for detailed instructions.
- If you plan to use the audio/visual equipment in the Manse room, specific instructions are provided in notices on the room's wall and the document 'Equipment'.
- Liaise with the Course Coordinator and ensure that your class times and venue are notified to your class participants. The publication of correct times and location of classes also assists with insurance.
- Consider sending a 'welcome letter' to all registered class attendees using Emailer in MyU3A, via the Tutor portal.
- Class Leaders may wish to promote their classes to the wider community.
- You may use the U3A website and the U3A Castlemaine newsletter Third Thoughts, to publicise details of what is forthcoming in your class.

Once your class starts:

- Note that on **Code Red Fire Danger days**, all U3A activities, including classes, are cancelled. Refer to the Extreme Weather Policy available on the U3A website under documents
- Keep a roll of all those attending each session. This is something that the Class Representative (CR) can do. This roll provides a record of attendance in the case of

insurance claims or in the case of misadventure. Roll cards are generated through the MyU3A system.

- You will be asked to consider nominating a Class Representative for your class. The primary role of a CR is to liaise between the Course Coordinator and Committee of Management and your class members.
- If you permit visitors to attend your class, ensure that they complete a Visitor Registration Form. Extra forms are available from the Office or may be downloaded. Visitors are defined as attendees not formally enrolled in your class. They may attend **two classes**, then must enrol if they want to attend more classes.
- If a U3A Castlemaine member turns up expecting to join your class, politely ask him or her to enrol through the official channels. The Office, located in the Uniting Church Manse is open between 9.30-11.30am on Monday and Wednesday.
- If you use the Office facilities out of office hours and use the keys from the Key Safe please ensure that they are returned to the Key Safe as soon as possible.
- Promote U3A Castlemaine by encouraging class members to read Newsletters, access the U3A Castlemaine website, and attend coffee mornings – usually held on the first Friday of each month.

At or near the conclusion of your class for the year:

- We encourage you to ask your class members to complete the **Class Evaluation form** and that you complete the **Class Leader survey**, both of which you may have received at the Information session held in January, prior to classes commencing. These surveys are being used to, over time, facilitate continuing improvement of the classes/activities offered by our U3A.
- If relevant, submit a record of expenses incurred through conducting a class for reimbursement either at the end of each Term or at the end of the class. While our rules prevent payment for instruction, no Class Leader should be out of pocket for legitimate U3A expenses.