



The Secretary, Manning Valley U3A Inc., PO Box 436 Taree NSW 2430
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‘LEARNING FOR LIFE’ AND CELEBRATING 20 YEARS IN 2019

Expectations of Course Leaders/Presenters

1. All course leaders are expected to support the purposes of the U3A as outlined in the constitution, follow and uphold the Code of Conduct and other policy documents issued from time to time by the Management Committee.
2. Promote the benefits of being a U3A member.
3. Be organised and prepared to lead their class/activity.
4. Be aware of the needs of class members.
5. Give assistance and help appropriately to individual members who request it.
6. Respect the privacy of class members and any confidential personal information which is disclosed to them.
7. Ensure financial members only participate in class. Request members bring and wear their membership badge highlighting the need to do so to ensure compliance with insurance requirements.
8. Ensure attendance records are kept accurately to ensure compliance with insurance requirements.
9. Utilise resources in a careful and cost effective manner.
10. Adhere to the copyright laws and the U3A's policy on this.
11. Advise the Programs Officer and the venue if a cancellation of the space used is going to occur.
12. Provide feedback to the Management Committee via the Programs officer about their course.
13. Obtain pre-approval before incurring any expenditure from a member of the U3A executive.
14. Participate in the course leaders/presenters & committee meeting in June &/or on other occasions requested to do so by the Management Committee.
15. Provide advice about future course offerings in a timely manner, usually mid term of the term before a course is offered. Provide a clear and succinct course outline for publication. Where possible provide items and photos for possible publication.
16. To bring to the committee's attention through the Programs Officer any matters concerning, for example, their role, class operation, class members, venues.

Authorised by the Management Committee 21.6.2019