The Role of the Course Leader

Course Leaders are those who undertake to lead a course 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, Course Leaders.

Before your course starts:

- Provide a description of the proposed activities of the course for inclusion in the online MyU3A database and the annual *Courses Prospectus* on the form provided by the Course Coordinator.

- Give consideration to the way you plan to conduct your course and how you plan to interact with your participants.

- Organise the activities provided to participants. Course leaders do not necessarily act as a Teacher/Lecturer/Tutor/Instructor, but they are responsible for ensuring that the program of the course is carried out.

- Ensure the names of Course 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 course.

- If you want to provide photocopied material to your students, see the document 'Office' for detailed instructions.

- If you plan to use the computers in the Manse room, specific instructions are provided in the document 'Equipment'.

- Liaise with the Course Coordinator to ensure that your course times and venue are notified to your class participants. The publication of correct times and location of courses also assists with insurance coverage should a claim be made.

- Consider sending a 'welcome letter' to all registered course attendees. At present you will need to use the list to create your own list of email addresses, but we plan to implement email for tutors through MyU3A.

- Course Leaders may wish to promote their courses 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 course.

Once your course starts:

- Note that, **under extreme heat conditions, all U3A activities, including classes, are cancelled**. This policy applies irrespective of the conditions in your course venue; participants may suffer when travelling to and from your class.

- 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 nominate a Class Representative for your course. The primary role of a CR is to liaise between the Course Coordinators and Committee of Management and your class members.

- If you permit visitors to attend your course, 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 course.

- If a U3A Castlemaine member turns up expecting to join your course, politely ask him or her to enrol through the official channels. The Office is open between 9.30-11.30am from Monday to Thursday. There is a mail slot in the door.

- If you use the Office facilities out of office hours and used the keys from the Office 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 course:

- Consider surveying your class members for suggestions for improvement in any future classes you may run.

- Submit a record of expenses incurred through conducting a course for reimbursement either at the end of each Term or at the end of the course. While our rules prevent payment for instruction, no course leader should be out of pocket for expenses.

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