

Volunteering is the key to the success of U3As in offering life long learning to older members of the community. U3A's are run entirely by volunteers in every facet of their organisation. We have **no** paid employees. That being so, it is an expectation that members will contribute in some way to the running of the organisation.

Volunteering is both stimulating and satisfying, so please join us in contributing to your U3A Knox.

To encourage volunteers who are the key to keeping U3A Knox operating, the Committee will provide incentives. We believe it is only fair that those who run and maintain U3A Knox Inc should be given first opportunity to enrol for classes and that the level of priority of enrolment should be in relation to the amount of time and effort volunteered. What follows is a brief description of the tasks which must be carried out.

Level 1

Committee of Management- Elected positions. Meet once a month for around 2½ hours. Each committee member has a responsibility for a particular area and this would average out at a couple of hours more each week for most committee members. Members of the Executive attend an additional monthly meeting of about one and a half hours. Committee members may also lead a sub committee meeting on a regular basis. In addition, the committee are expected to attend events and working bees and occasional workshops.

Tutors and Class leaders- This involves 1 ½ -3 hours per class plus preparation. Class leaders are also required to attend one meeting per term and fill out the paperwork necessary for the planning and running of programmes.

Art Show Coordinator. This person is responsible for organising the annual two day art show working with PR and Newsletter coordinator to promote the event and find sponsors. Accepting and recording art works. Organising judges. Coordinating room set up and rosters. Recording of volunteer support

Writing Competition Coordinator- coordinate the promotion of the Event (internal only) organise judges, collect and distribute entries. Ensure sponsorship and prizes. Organise presentation event. Recording of Volunteer support

Librarian- (preferably a trained librarian) This person is responsible for the running of the Library- purchasing of books, cataloguing, maintaining our archives, assist with research of class materials, stock take, book sale at Art Show, internet support

Database Analyst and Webmaster- appointed position. Development and maintenance of data base and website.

Stage Manager for Concert. – Responsible for setting the programme and organising all groups involved.

Weekly Bulletin Coordinator- Collate information received from Committee members into a bulletin. Print and ensure copies are available for leaders/class assistants prior to first class on Monday. Several hours per week.

Catering Manager. Liaise with the Events Coordinator. Provide the catering for regular and occasional events. This would involve at least one regular event each term, plus the AGM, Art Show and official end of year activities. It might also include the concert and any fund raising or other social events. Numerous hours per term.

Level 2

Office Staff-(Fortnightly)- Run office- take phone calls, attend to desk, photocopying, providing information to members or those inquiring, taking and receipting monies. Assist with filing if required. Assist committee members with administrative tasks as required. **Computer skills not required, but would be preferred.** Must complete roster, 3 hour shifts. every fortnight for at least half a year, total of 8 x 3hr sessions.

Database Operators- Must be computer literate and trained on our MDP Database system. Rostered into Office Duty as a Database person. Register members in Term 4, enrol them into classes on Enrolment Days, a total of 5 sessions.

Library assistants. Help Librarian with covering and cataloguing of books. Assist in maintenance of historical records and files of information for students.

Management Committee Assistants- assist members of Committee of Management with a view to learning the role in order to substitute in an emergency and to take over that role some time in the future if the occasion arises.

Welfare Officer- Accept information from Committee and members re major life events, illness or death of a member, or close family member, purchase and send the appropriate cards.

Purchasing Officer- Organising purchase of supplies for Kitchen, bathroom, etc.

Level 3

Sub committees- attend regular committee meetings to provide input and assistance. Some sub committees may not meet each month but may meet more frequently around a particular event. Average 2 hours per month.

Finding sponsors- contacting previous sponsors, and approaching new ones. As long as it takes!

Catering Assistants- Monday Musical Assistants Under the direction of the Catering Manager, cater for functions and events. Under the direction of the class leader or Catering Manager, help with the set up, clean up. Several hours twice per year

Garden Coordinator- Organising/supervising garden maintenance and watering.

Class Assistants- Collect weekly bulletin and other information from office for classes. Read bulletin to class members. Tutor to determine any additional assistance required. One visit to office and around five minutes/class each week for two (2) terms.

Substitute Leader – Taking over a class for at least 2 weeks. - Tutor selection required.

Co-leader- Share responsibility with Tutor / Class Leader for at least one term. - Tutor selection required.

Holiday Class Leader - At least 4 sessions.

Level 4

Brochure distribution- Art Show Flyers - Ensure that nominated libraries, affiliated community organisations etc. are stocked with our brochures- estimated 3 hours per month.

Garden & Garden Watering- under the direction of the group coordinator, participate in the gardening roster. It will involve weeding, watering and some planting for approx. 1hr. Twice a year plus 1 Garden Working Bee.

Secretary's /or Volunteer Co-ordinator's clerical assistant- Filing, typing documents & other duties at the Secretary's direction. Following up volunteers & other duties at the Volunteer Co-ordinator's direction. 1 hour per week

Safety Reps- Must have completed U3AKnox Risk Assessment Course to qualify. Appointed by Tutor

Enrolment Day Assistants - Required to work two shifts during the year - one shift must be during the big enrolment week in January. 2 sessions per year.

Annual Concert Participation – Performers, Backstage support etc.

Level 5

Art Show Exhibition. Picture hanging & dismantling. Manning stalls. Record /receiving Art Work. Supervising pick up of Art Work. Set up & dismantling min. 6 hours.

Function & Events/Set up & Clean up - General help and support for events throughout the year. 3 Sessions per year.

Newsletter collation and Mail Out - Collate newsletters and attach labels. approx 2 hours/term – 2 sessions per year

Holiday Class Leaders – 1-3 sessions inclusive.

Working bees Attend at least one working bee, under the direction of the Maintenance Coordinator. ½ day /year

Level 6

Art Show Assistants – Room sitting, reception / raffle min. 2 hours.

Kitchenette roster - Collect the dirty cups and spoons from the kitchenette and put them in the dishwasher in the kitchen. Turn on the dishwasher if it is full. Replace the dirty crockery with clean. Wipe down the sink and benches in the kitchenette. Requirement 15-20 minutes/week – once a fortnight for 2 terms

Laundry- Collect tea towels from kitchen and kitchenette. Replace what has been removed and wash the soiled linen. Requirement – 5 minutes/week - once a fortnight for 2 terms