



**BENALLA**  
UNIVERSITY OF THE THIRD AGE

## Convenors A – Z 2022 (Semester 2)

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This A-Z for Convenors was last edited on 6 September 2022. We hope convenors will find it useful.  
Please email us at [u3aben@gmail.com](mailto:u3aben@gmail.com) if you have any suggestions for improving it further!

<p><b>Adult Learning</b></p>	<p>How you run your course is up to you and your members. There are some principles of adult learning to keep in mind which can assist you to run a successful course or activity.</p> <p>“Many U3A’s refer tutors to <i>Adult Learning Principles</i> by Malcolm Knowles, who advises</p> <ul style="list-style-type: none"> <li>• Adults are autonomous and self-directed. They like to direct their own learning, to be actively involved in learning and work around their specific interests and personal goals. Generally, they like to take on leadership roles.</li> <li>• Adults bring life experiences and knowledge to learning experiences. This may include work-related activities, family responsibilities, and previous education.</li> <li>• Adults are goal-oriented. They like to know what the session is about and how it relates to things of importance to them</li> <li>• Adults are relevancy-oriented. They need to see a reason for learning something. When they see the applicability they also see the value in the experience. Theory needs to be related to practical experiences.</li> <li>• Adults are practical. They like to be able to apply their knowledge.</li> <li>• Adult learners like to be respected. They bring considerable life experiences to their classes. They like to be treated as equals, to voice their own opinions and to have a role in directing their own learning.” <i>U3A Tutor Handbook</i></li> </ul>
<p><b>Reminder about Accessibility– Memory/Sight/ Hearing /Mobility</b></p>	<p>Convenors can assist learning by, for example, reviewing material already covered; reinforcing information by presenting it in different ways; increasing size of print; projecting voice; keeping in sight of the group when speaking; using print &amp; voice simultaneously; using Control + to increase print size on computer screen.</p> <p>Covid--Using masks makes it difficult for hearing impaired class members who lip read to supplement hearing loss. This is provided for in the Covid regulations. Teachers and class members can lower masks while speaking to the group if people are socially distanced according to regulations at the time.</p> <p>U3A has a microphone which can be worn by convenors. It is located in its box at the front of the room. If speaking from the front of the room, place the speaker on the table towards the back of the room to maximise reception.</p>
<p><b>Air Conditioning</b></p>	<p>The switch for the sensor for the air-conditioner/heater in the U3A meeting room is near the door. The instructions are on the wall next to the switch. If the air conditioner heater is not on, adjust the <b>mode on the lefthand side dials to ‘heat’</b>. The council arranges for the temperature to be set to suit the season. The sliding doors/windows can also be used to adjust temperatures.</p>
<p><b>Apologies</b></p>	<p>U3A practice is for class members to phone the convenor if they are not attending. Please remind your class of this.</p>
<p><b>Attendance</b></p>	<p>The attendance book is usually found on the desk at the front of the room. Make sure the attendance book is filled out. A tick for each person attending and, if possible, your signature at the bottom of the column at the end of the session to assist with insurance in case of a claim. For convenors operating out of the Hub in 2022, the Attendance Book is on table near entrance to the Hub. For Outreach Activities a roll is to be kept with a tick for each person attending, again with the convenors’ signature at the bottom of the column at the end of the session. It is useful to keep a record of home visits attended and attendees at café meetings in your diary/calendar.</p>

<p><b>Calendar</b></p>	<p>An Online Calendar is maintained by the Newsletter/Web team on the home page of the website and in the drop-down box under News. It is updated at least monthly, when the newsletter is published, and is used to create the 'What's On' page of the newsletter. Newsletter reports usually provide information on upcoming events/timetable changes, however, sometimes changes need to be made during the month. If you have an item which you would like to add to the calendar, if would like to make a change to the calendar, or if you notice an error in the calendar, please contact Bev on 0478 607 838 or 57628171 or <a href="mailto:bevelee47@gmail.com">bevelee47@gmail.com</a>. It is a good idea to 'cc' Bev into emails you are sending to group members about changes in times, dates, events to make sure they appear on the calendar.</p>
<p><b>Car Pooling</b></p>	<p>Some convenors organize car-pooling. The preferred meeting place is the car park behind the Seniors building, though some groups still meet in the Barkly St tennis court car park behind Aldi. Costs per person have been set by the Executive Committee at a \$5.00 flat rate with \$7.50 recently suggested for a longer trip. The Convenor will announce the cost per person. Drivers are to collect any money owing on the day. This rate is regularly reviewed by the committee.</p>
<p><b>Challenging situations</b></p>	<p>We don't wish members to feel uncomfortable or consider leaving classes because challenging situations disrupt the class. Such situations are rare, however if they do arise, can become stressful.</p> <p>U3A Network Victoria's <i>Dealing with Challenging Situations Project</i> recommends three steps to be used if you experience any disruption in your classes:</p> <ol style="list-style-type: none"> <li>1. Ask the member to stop and let another member have their say.</li> <li>2. You have been asked to let other members speak. Please stop.</li> <li>3. You are not listening, so please leave.</li> </ol> <p>It is important for convenors to use a consistent approach.</p> <p>If you require support, please contact Margaret on 0424 454 313.</p>
<p><b>Christmas/End of Year</b></p>	<p>The end of year period begins on the third Wednesday in November at the <i>Meet and Mingle</i> end of year concert, quilt display and morning tea. Held in the Seniors Auditorium, <i>Singing for Fun</i> presents a program of songs in segments featuring each of their conductors, while the <i>Recorder</i> group also presents a recital.</p> <p>The Christmas Luncheon is traditionally held on the fourth Wednesday in November. Organised by the Wine Appreciation group, the lunch is held at a regional winery/restaurant, with many members choosing to book a seat on the bus which typically leaves Benalla Bus Lines at 11am.</p> <p>In addition, some groups celebrate the end of year by having morning tea or lunch together, sometimes at a local café or pub, sometimes during the last class, sometimes by having a themed session, such as <i>Collectors'</i> 'Christmas' theme. The celebration can be as simple as sharing Christmas cake or biscuits at morning tea!</p>
<p><b>Class times</b></p>	<p>Classes are largely scheduled from 10 am to 12 noon and 2 to 4 pm, although there are variations to enable additional classes to be scheduled within the day and suit course needs. Additional time is scheduled by some groups where needed to, for example, work on projects (<i>Patchwork, Family Research</i>). There is flexibility to add classes and meetings at other times in consultation with Margaret Jenkins and Len Jeffers, who will make timetable changes. Please check timetables to find out if you need to vacate the room quickly. Aim to finish classes promptly – where classes are likely to go over, make sure the room is not already booked.</p>

<b>Coffee/Tea Break</b>	<p>There is a <b>hot/cold water tap</b> for tea/coffee above the sink in the big kitchen. For larger groups an urn is available.</p> <p>Coffee, tea, milk, and biscuits are provided by U3A. Supplies are kept in the U3A cupboard area in the kitchen near the sink. Cups and mugs are also kept there. Milk is kept in the small U3A fridge.</p> <p>Please let Geraldine McCorkell 0408 522 662 know if tea/coffee supplies need replenishing. Separate arrangements are in place for external venues.</p>
<b>Committee (see also U3A Management and Structure)</b>	<p>The Committee meets monthly on the second Thursday of the month between 1.30 to 3.30 pm. This date can be important to convenors – for example, if a request or issue to be considered has been raised with the committee. A copy of the minutes will be available in the office for reading on request.</p>
<b>Computers/Digital Literacy</b>	<p>U3A Benalla has prioritized and received grant monies for digital literacy programs. We have a library of iPads, Samsung Tablets and two smart phones which can be drawn upon to support members who would like to develop their computer skills and knowledge. For information, contact Computers Coordinator Heather Wallace 0418 353 244. The devices are lent out to members who sign an agreement relating to their use and return. Contact Jenny Sawyer 0409 545 182 (Apple devices) and Robyn Lukey 0403 164 931 (Android devices) if interested.</p>
<b>Convenors</b>	<p>The role of course convenor is central to the functioning of all U3As and reflects the core value of reciprocity in which members are also teachers.</p> <p>Meetings of convenors are held at least once a year to share news and information, both from the committee of management to convenors and between convenors.</p> <p>Sharing some of the load within your group supports succession planning. Encourage group members to take on roles. A 'back up' convenor can lead the group if the convenor is absent; a 'newsletter correspondent' prepare the newsletter report; a keen photographer take photographs; a 'treasurer' collect gold coin donations if applicable. Some groups have a 'leadership team'.</p> <p>This A-Z has been developed to assist convenors. The <a href="#">Convenors' Page on the website</a> also contains posts and links to resources of interest to convenors.</p>
<b>Copyright</b>	<p>U3A Victoria has purchased a copyright use arrangement which covers U3A's in Victoria –guidelines are to be followed within this. Remember that: The rules for personal research are that the following can be copied...</p> <ul style="list-style-type: none"> <li>• article from a periodical; or</li> <li>• if 'work' published as edition': 10% of pages or a chapter; or</li> <li>• if 'work' in electronic form: 10% of words or a chapter; or</li> <li>• use is otherwise 'fair' having regard to factors in the Copyright Act</li> </ul> <p>For more information, check out <a href="http://copyright.com.au/about-copyright/exceptions/">http://copyright.com.au/about-copyright/exceptions/</a></p>
<b>Course Development</b>	<p>If you have an idea for a new course or activity, there is a <b>Program Proposal</b> Form on the <a href="#">Convenor's page</a> of the web site which provides a guide to issues which need to be considered. The <a href="#">Program Suggestions</a> page provides examples of courses which have been developed in the past. You can send your idea through the Contact Us box on the <a href="#">Program Suggestions</a> page or talk to President Margaret Jenkins or Secretary/Program Coordinator Geraldine McCorkell.</p>

<p><b>COVID Safe Plan for U3A Benalla v 7</b></p> <p><b>Covid Safe Plan information is also posted on the website and on the notice board outside the U3A meeting room.</b></p>	<ol style="list-style-type: none"> <li>1. In line with U3A Network requirements it is mandatory for U3A Benalla members attending face to face U3A activities to produce evidence of being vaccinated.</li> <li>2. Any member of U3A Benalla who is feeling unwell is asked not to attend a class or group to which they belong, but instead get tested for COVID 19 either by using a RAT test or by phoning Benalla Health to make an appointment.</li> <li>3. Attendance Records. An Attendance record for each class will be located on the table inside the U3A room or other venue being used by U3A Benalla. Every person entering the U3A room/other venue will be ticked off on this attendance record which contains the COVID-19 immunisation status of members. Persons not currently enrolled for a particular group or class or who have not had their COVID-19 immunisation status recorded, are required to give their name and produce evidence of their COVID-19 immunisation status to the Convenor who will record it on the attendance sheet.</li> <li>4. Members when attending U3A Benalla groups, classes or functions may choose to wear a face mask indoors.</li> <li>5. It is suggested that members when attending U3A Benalla groups, classes or functions keep 1.5 metres apart at all times.</li> <li>6. Outdoor groups such as Bushwalking or Bird watching do not have to wear masks, but U3A members may choose to do so.</li> </ol> <p style="text-align: right;">Margaret Jenkins, President, 8 July 2022</p>
<p><b>Donations</b></p>	<p>Some course/activity convenors collect donations towards additional expenses at each session for purposes such as accessing sets of plays for play reading courses; hire of a specialist venue; donation to organisation providing venue at end of year; etc. For accountability/accounting purposes the money collected is provided to and receipt given by Treasurer Neville Gibb 0428 858 688 or Corrie Witlox.</p>
<p><b>Enrolment Days</b></p>	<p>Convenors or their representative/s are asked to attend U3A Benalla's mid-January enrolment session/s to provide information and answer questions about their course/s. Laminated signs have been prepared for each course.</p>
<p><b>Equipment/ Information Technology Training in using equipment/technology can be made available as required.</b></p>	<p><b>Assets Register:</b> An assets register is kept by Len Jeffers. A data base containing details of devices which are lent out to members is kept by Heather Wallace.</p> <p><b>Classroom computer/large monitor:</b> Instructions are available in the pamphlet box at the front of the room.</p> <p><b>Small Classroom:</b> The small classroom has a PC with a Smart TV – turn on PC then turn on the remote to turn on the screen on the wall. A password is not required.</p> <p><b>Overhead Projector:</b> An Overhead Projector is used in conjunction with the laptop stored in the cupboard under the large television and the back wall which has a surface prepared to enhance screening. Laminated instructions are included in the pamphlet box on the cupboard under the large television on the back wall. Contact Margaret Jenkins 5762 6944 for additional support in using the overhead projector.</p> <p><b>Wi Fi Access:</b> The wifi access code can be found underneath the modem near the U3A meeting room door or on the pink magnetised Telstra label adhered to the inside front of the top drawer of the office filing cabinet.</p> <p><b>Coinda Hub:</b> Please contact Dorothy 0412 263 071 or Margaret 5762 6944 if you require support with the equipment in the Hub.</p>

<p><b>First Aid/Medical</b></p> <p><a href="#">‘Call Push Shock’ – Frequently Asked Questions regarding handling cardiac arrest and use of the Defibrillator from Ambulance Victoria – download PDF</a></p>	<p>The general rule is to <b>call an ambulance immediately</b>, making sure someone remains with the person and that the person is comfortable within the rules of basic first aid. There is a comfortable armchair near the Seniors’ office; there are also comfortable office chairs in the small classroom and office. Use common sense – eg. accessing person’s support networks in U3A to find out family contact details if necessary and maintain follow up. Be aware that when calling an ambulance, you will be required to answer an extensive list of questions.</p> <p>A <b>defibrillator</b> is kept in the Seniors auditorium area near the kitchen. Instructions are provided with the defibrillator when using this – there is a training DVD in the cabinet. There is a <b>First Aid Kit</b> in the kitchen on the wall behind the defibrillator.</p>
<p><b>Guest Speakers</b></p>	<p>If you would like to give a U3A pen as a token of thanks to a guest speaker, a number of gift pens are kept in a tin in the cupboard below the television screen.</p>
<p><b>Housekeeping</b></p>	<p><b>Please check the Covid Plan for current regulations. Hand sanitiser will be provided at all venues.</b></p> <p>Cleaning of the Seniors building on a weekly basis is organised by the Council; however, the bench and sink area needs to be kept clean and tables wiped. Please remind new class groups to wash their own cups. It is important to use hot water to wash cups, or the dishwasher for larger groups.</p> <p>There is only one button to press if you use the dishwasher. If you would like a lesson on using the dishwasher, contact Dorothy on 0412 263 071.</p> <p>There is a <u>Communications Book</u> for housekeeping issues which need to be addressed by the cleaners. Write your concern in the book and the cleaners will reply. If the issues are unresolved, contact Margaret 5762 6944 or 0424 454 313.</p>
<p><b>Indigenous people – acknowledgement</b></p>	<p>There are times when it is appropriate to acknowledge the indigenous people and history of our area—for example, a group’s first session for the year; special meetings such as the AGM; special functions such as November’s Meet and Mingle and other instances where guests may be present. Consider using the following wording, adapted from wording suggested by the University of Canberra;</p> <p><i>“We would like to acknowledge the traditional custodians of this land on which we are meeting and pay respect to their Elders past and present.”</i></p> <p>Or the following, adapted from that used by the Greater Shepparton City Council:</p> <p><i>“We, U3A Benalla, acknowledge the traditional owners of the land on which we meet and learn. We pay respect to their tribal elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors”</i></p>
<p><b>Insurance</b></p>	<p>Insurance coverage is provided for Victorian U3A branches through U3A Network Victoria with the <a href="#">Victorian Managed Insurance Authority</a>. The relevant Incident Report Form can be found at the back of the folder containing class rolls. A downloadable form is available on-line. A recent incident report form has been uploaded to the convenors page. Please contact the President in the first instance.</p>
<p><b>Meeting Rooms</b></p>	<p>A timetable listing the use of rooms in the Senior Citizens Community Centre by U3A classes is published on the door of Meeting Room 1. When leaving please make sure all blinds are pulled down; lights and air conditioner switched off; benches tidied and wiped down; cups washed.</p>
<p><b>Membership Officer</b></p>	<p>Membership Officer Len Jeffers can provide class lists and other enrolment related reports drawing upon the data base customised for U3A Benalla. Len is happy to assist you in sending out emails to your group member. Len’s contact number is 0407 199 247 or email <a href="mailto:len.jeffers@gmail.com">len.jeffers@gmail.com</a></p>

<b>Mobile phones</b>	Remind participants in the first session about turning their mobiles off/on to vibrate, and suggest they let you know beforehand if they are likely to receive an urgent call. U3A members are usually very mindful of turning off their mobile phones in class and having them on vibrate if they expect an urgent call.
<b>Newsletter</b>	<p>Monthly course/activity reports for the newsletter are a vital part of our communication with members and feed into the website and website calendar.</p> <p><b>Word Limits:</b> The recommended maximum word limit for newsletter reports is 250 words. Longer reports with more detailed information about class sessions can be submitted to the website.</p> <p><b>Newsletter Deadline Arrangements for 2022:</b> The deadline for newsletter articles is the 25<sup>th</sup> of the month at midday. Send reports to the Newsletter Editor, Heather Wallace, at <a href="mailto:newsletter.u3abenalla@gmail.com">newsletter.u3abenalla@gmail.com</a>. The newsletter is posted at the beginning of the next month. Heather’s contact number is 0418 353 244.</p> <p>Most convenors write the newsletter report for their group however some busy convenors delegate this role to a newsletter correspondent. Delegating tasks and using a team approach can reduce stress and support succession planning.</p> <p>Photographs add interest to the newsletter and the website. Some groups have dedicated ‘photo journalists’ who also have contributing rights to Facebook.</p>
<b>Online U3A</b>	<p>‘Online U3A’ provides two modes of study – courses with a course leader and independent study courses. Individual members or small groups may be interested in investigating/enrolling; convenors may also consider enrolling to access additional course materials to support a self-help/guided course/activity. For more information, <a href="https://www.u3aonline.org.au/home">https://www.u3aonline.org.au/home</a>.</p> <p>‘Online U3A’ enrolments provide an alternative for members/member households vulnerable to Covid – ‘Online U3A’ costs \$30 for multiple courses.</p>
<b>Outreach Activities</b>	Rolls for outreach activities must be kept as a record by convenors and handed to Geraldine McCorkell at semester’s end. See also ‘attendance’ & ‘insurance’.
<b>Photocopying/Printing</b>	<p>Photocopying is available for convenor use using the log in code 1531.</p> <p>Please be mindful of cost and paper use, printing on both sides wherever possible. Colour copying is considerably more expensive so use sparingly. Please replenish paper supply in the bottom tray from the U3A cupboard. Take the paper in the photocopier out and fan it several times if using after a break or damp weather.</p> <p>If photocopying equipment is not working properly screen-based instructions are provided. Let Geraldine (0408 522 662) know if a maintenance visit is required– or if you would like to learn how to use the photocopier and other equipment</p> <p>USB’s can be inserted into ports in the photocopier for direct photocopying.</p> <p>A small wifi printer/scanner for ‘practical’ work by Tech Savvy Beginners and other classes is located in meeting Room 1 near the main photocopier.</p>
<b>Photographs</b>	<p>Permission enabling photographs to be taken of members during classes and activities is usually given by members on the membership form which states <i>“Photos taken at U3A activities and functions may be used in U3A Benalla publications and media.”</i></p> <p>When photos are about to be taken of classes and activities for the newsletter, web site or other media, seek permission, explaining what they will be used for.</p>

<p><b>Policies</b></p>	<p>U3A Benalla policies are reviewed and customized by the Executive Committee drawing upon <b>Policy Guidelines</b> developed by U3A Network Victoria:</p> <ul style="list-style-type: none"> <li>• <a href="#">Privacy Policy</a> (Note – model for customisation by local U3A’s)</li> <li>• <a href="#">Sexual Harassment Policy</a></li> <li>• <a href="#">Code of Conduct Policy</a></li> <li>• <a href="#">Bullying Policy</a></li> <li>• <a href="#">Risk management Policy</a></li> <li>• <a href="#">Anti-Discrimination Policy</a></li> <li>• <a href="#">Health and Safety (Serious Injury and Incident) Policy</a></li> <li>• <a href="#">Conflict of Interest Policy</a></li> </ul> <p>These links were last accessed on 11 August 2022.</p> <p>U3A Network Victoria’s policy related resources and handbooks are available to U3A member branches via the Members login on the Network’s website.</p>
<p><b>Privacy</b></p>	<p>‘U3A Benalla complies with national and state U3A privacy regimes. Members agree that their names, telephone numbers and email addresses may be circulated to other members. Photos taken at U3A activities and functions may be used in U3A Benalla publications and media.’ (U3A Benalla Application/Renewal Form 2022)</p> <p>It is important to maintain confidentiality of members. Dilemmas for convenors can include people in the community and past members asking about existing members. Use common sense – it is preferable for discussion to occur/information be shared between class members than for a convenor to contribute information. Err on the side of caution.</p> <p>If sending out emails to a list, select the ‘BCC’ blind carbon copy option so that individual member email addresses remain private. If you unintentionally forget – try to remember next time. (The enrolment form does make provision for sharing of such information between members – refer above)</p>
<p><b>Professional Development</b></p>	<p>Regional, state and national conferences affected by covid for the past two years have been scheduled for 2022. Money may be available to assist committee members and convenors with conference registration fees to relevant events.</p>
<p><b>Program of courses and activities</b></p>	<p>U3A Benalla is offering 45 courses in 2022 as listed in the <a href="#">Programs and Activities Guide 2022</a>.</p> <p>Program guides are published on the <a href="#">‘Join Us’</a> page of the website.</p> <p>Program Coordinator roles include monitoring and producing course guides and timetables and encouraging and supporting new program applications.</p> <p>The Programs Coordinator is Geraldine McCorkell 0408 522 662 <a href="mailto:gmcorkell@activ8.net.au">gmcorkell@activ8.net.au</a>. Please keep Geraldine informed about issues you come across in running your course/activity and ideas for new courses.</p> <p>The downloadable Program Proposal form on the <a href="#">Convenors’ page</a> of the website provides a useful framework when considering the requirements of a new course.</p>
<p><b>Publicity</b></p>	<p>The Publicity Officer and Secretary submit articles to the Ensign and may contact convenors regarding developing articles or adding photographs highlighting course/group activities for the newspaper.</p> <p>Please contact Publicity Officer David Palmer if you have a story for the Ensign or other publicity related idea – M 0408 470 468.</p>

<p><b>Sustainability</b></p>	<p>When possible, pull the blinds right up rather than turning the lights on. Don't forget to switch off urn (if used) after the break and photocopier to power save during and off at the end of class. Strategies include - double sided photocopying, use of mugs rather than paper cups. The council has installed timers on the lights in the toilets - light switches do not need to be touched.</p>
<p><b>'Tasters'</b></p>	<p>People interested in joining U3A can 'taste' U3A Benalla's courses and activities during the final months of the year. Members can bring a friend along to one of the groups they are in or try a new group themselves to see if they like it. People attending taster sessions need to speak to the convenor beforehand and put their names on the attendance roll when they arrive, they don't need to formally enrol.</p>
<p><b>Timetables</b></p>	<p>Two versions of the timetable are prepared. The <b>'Month Overview'</b> timetable assists members to plan their diary and U3A Benalla to publish an overview diagram of both room use and overall activities. The <b>'U3A Timetable with Dates'</b> is more detailed, providing specific information as to classes, hours, venues, dates, and convenor information. Both documents are available on the website and in the enrolment information kits prepared at the beginning of the year.</p> <p>Convenors play an important role in liaising with members about timetable changes. Some convenors send out group emails themselves, while others are assisted by Membership Officer Len Jeffers who is responsible for the membership register and publication of the timetable. There are instructions to assist convenors send out group emails on the <a href="#">Convenor's</a> page of the website.</p> <p>Many members keep an eye on the website's calendar for timetable changes – please cc <a href="mailto:bevelee47@gmail.com">bevelee47@gmail.com</a> when sending out emails about timetable changes so that changes are also recorded on the web calendar.</p>
<p><b>U3A Management and Structure</b></p>	<p>The <b>Annual General Meeting</b> of Benalla and District U3A is held in March as part of Meet and Mingle. As a rule of thumb – the President, Vice-President and Treasurer are elected in 'even numbered' years and the Secretary and Publicity officer in odd numbered years. In addition to rotating positions on the Executive there are vacancies for two general committee members.</p> <p>Information about the AGM is made available prior to the AGM. Nomination forms become available from the Secretary, in the newsletter and on the website.</p> <p>The <b>Executive Committee</b> of U3A Benalla and District meets monthly on the 2<sup>nd</sup> Thursday at 1.30pm, making decisions and taking them to the rest of the group. There are two sub-committees – <i>Programs</i> and <i>Finance</i>.</p> <p><b>Regional meetings</b> of 16 to 18 U3A groups spreading from Kilmore to Nathalia, Mansfield to Wodonga, are held twice each year at a regional location or on Zoom.</p> <p>Benalla U3A is an active member of <b>U3A Network Victoria</b>. Benalla's delegate, Geraldine McCorkell, reports back to the Executive Committee. U3A Network is increasingly using Zoom meetings to provide online training/discussion with member U3A's. The Victorian State Conference returns in 2022 and will be hosted by U3A Bendigo on 3-4 October. State U3A Networks have formed a <b>national alliance</b> to share common concerns, an alliance which may develop into a national peak body over time. State Networks have annual conferences which representatives from other states can attend.</p> <p>The <b>U3A Asia Pacific International Alliance</b> holds a regional conference of U3A.</p>

<b>Useful Phone Numbers</b>	<p>President – Margaret Jenkins - 5762 6944 or 0424 454 313 – email <a href="mailto:margaretjenkins@bigpond.com">margaretjenkins@bigpond.com</a></p> <p>Vice President – Anne Nelson 0438 447 379</p> <p>Secretary - Geraldine McCorkell 0408 522 662 <a href="mailto:gmcorkell@activ8.net.au">gmcorkell@activ8.net.au</a></p> <p>Treasurer – Neville Gibb 0428 858 688</p> <p>Membership Officer/Timetables – Len Jeffers 0407 199 247 <a href="mailto:len.jeffers@gmail.com">len.jeffers@gmail.com</a></p> <p>Publicity Officer – David Palmer 0408 470 468</p> <p>Newsletter – Heather Wallace 0418 353 244 <a href="mailto:newsletter.u3abenalla@gmail.com">newsletter.u3abenalla@gmail.com</a></p> <p>Wellbeing Officer – Lorraine Knox 5762 1531 or 0427376991</p> <p>Website/Social Media – Bev Lee 0478 607 838 <a href="mailto:bevlee47@gmail.com">bevlee47@gmail.com</a></p> <p>Program Coordinator– Geraldine McCorkell -0408 522 662</p> <p>Computer/IT Officer – Heather Wallace 0418 353 244</p>
<b>Website/Social Media</b>	<p>Our <b>website</b> is updated monthly when the newsletter is published.</p> <p><b>Course/Activity Pages</b> There is a page on the website for each course/activity group. The newsletter report is added each month. along with photographs submitted to the newsletter. (Additional resources can be added to group pages – eg. lesson notes; popular links; course handouts; YouTube clips; other photographs. Check out other pages for ideas or discuss options with Bev <a href="mailto:bevlee47@gmail.com">bevlee47@gmail.com</a>).</p> <p><b>Convenors’ Page</b> –there is a <a href="#">Convenors’ Page</a> on the ‘About’ drop down menu on the website which includes resources and notices relevant to convenors and tutors.</p> <p><b>Calendar</b> – the Calendar on the home page of the website is used by many members to check times and changes to events. Please let Bev know if you would like to make changes to the Calendar or notice errors which need to be altered.</p> <p><b>Social Media</b> – The <a href="#">U3A Benalla &amp; District Facebook Page</a> provides a complementary source of news for those members who use Facebook accounts. Posts on outdoor activities Easy Walks, Wine Appreciation and Birdwatching are regularly contributed by avid photographers Bev Thornell and Andi Stevenson along with posts by the Newsletter/Website team.</p>
<b>Wellbeing</b>	<p>Please let our Wellbeing Officer, Lorraine Knox (Phone 5762 1531 or 0427376991), know if a participant in your group is in hospital; if a participant or their partner is deceased; or if congratulations are in order such as receiving a Queens’ Birthday or Australia Day honour. Lorraine will arrange for a card to be sent to them from U3A.</p>
<b>WIFI</b>	<p>U3A Benalla has made NBN access available to U3A classes and members within the Seniors Community Centre building. If you need the WIFI access code urgently, it is printed on the label on the bottom of the modem located on the wall near the door of the meeting room. The pink magnetised label from Telstra can be found adhered to the inside front of the top drawer of the office filing cabinet .</p>
<b>Zoom</b>	<p><b>Hosting sessions on Zoom:</b> U3A Benalla has purchased a Zoom subscription which enables sessions to continue without requiring a break. Please contact Margaret Jenkins on 5762 6944 for login and password details.</p> <p><b>Training in using Zoom:</b> While the need to use Zoom appears to be passing, it remains a useful tool for meetings – whether for mentoring one to one, or small meetings – as well as for classes. Online training resources have been added to the website - <a href="https://u3abenalla.weebly.com/using-zoom.html">https://u3abenalla.weebly.com/using-zoom.html</a>, and training/ mentoring in using Zoom is available on request from the Be Connected team.</p>