



Convenors A – Z 2016

The information in this A-Z supplements the generic U3A Tutor Handbook to be distributed to Convenors/Tutors in 2016. It will be incorporated in a customized handbook for U3A Benalla Inc in 2016.

Adult Learning	<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 the book Adult Learning Principles by Malcolm Knowles, who advises</p> <ul style="list-style-type: none"> • 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. • Adults bring life experiences and knowledge to learning experiences. This may include work-related activities, family responsibilities, and previous education. • Adults are goal-oriented. They like to know what the session is about and how it relates to things of importance to them • 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. • Adults are practical. They like to be able to apply their knowledge. • 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.” <p style="text-align: right;"><i>U3A Tutor Handbook</i></p>
Air Conditioning	The remote for the airconditioner is kept in a bracket on the wall near the door. Please make sure the Air Conditioner is switched ON; that it is on AUTO (will be 22 C), COOL or HEAT and that it is switched off after class.
Apologies	U3A practice is for class members to phone if they are not attending. Please remind your class of this. This is not applicable to the Tech Savvy Drop In – by definition!
Attendance	The attendance book is kept in the top drawer of the filing cabinet in W4. 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 Outreach Activities a signature is required for each person attending please. It is useful to keep a record of home visits attended and attendees at café meetings in your diary/calendar.
Car Pooling	Some convenors organize car pooling, typically meeting at the car park near the Flexible Learning Centre then allocating people to cars. Costs are also allocated - in the fairly recent past the rate has been 30c per kilometre per car shared equally between participants. To find out more from a convenor who arranges car pooling on a regular basis, contact Wine Appreciation’s Noel Meagher on 5762 3149.
Class times	Classes are generally scheduled from 10 am to 12 midday and 1.30 to 3.30 pm. Additional time is added by some groups where needed to eg. watch and comment on films; work on particular projects (Patchwork). Friday afternoon classes are scheduled a little earlier – from 1.15 to 3.15 pm. Finish your classes promptly – where classes are likely to go over; incorporate this in your group documentation & make sure room is not already booked.

Coffee/Tea Break	Coffee, tea and biscuits are provided by U3A Benalla however milk is the responsibility of each group. If you do forget – check the cupboard for small cartons of long life milk. Tea/Coffee/Biscuit Supplies are held in the cupboard at the back of the room, keys available in top drawer of filing cabinet. Let Pat Gardiner 0407 848 534 know if tea/coffee supplies need replenishing. Most groups develop a system re the purchasing of milk for the class.
Committee (see also U3A Management and Structure)	The Committee meets monthly on the second Thursday of the month between 1.30 and 3.30 pm. This date can be important to convenors – for example, if a request has been made or issue to be considered has been raised with the committee.
Convenors	The U3A Convenors Guide will be distributed to convenors at the July 15 Convenors meeting. This generic version will be customized for our own U3A in 2017. In the interim we have developed this A-Z as a complementary resource. We welcome your input and suggestions to the A-Z as this will assist the customizing of the generic booklet in 2017. A list of convenors is distributed on enrolment day and is available on the website.
Copyright	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... <ul style="list-style-type: none"> • article from a periodical; or • if 'work' published as edition': 10% of pages or a chapter; or • if 'work' in electronic form: 10% of words or a chapter; or • use is otherwise 'fair' having regard to factors in the Copyright Act For more information, check out http://copyright.com.au/about-copyright/exceptions/
Course Allowance/s	\$100 is available to assist in the running of each course. It may be used to, for example, pay a subscription to a relevant organisation (eg. Victorian Drama League for Playreading group); additional rental under special circumstances; a book voucher for a guest speaker; an additional external printing job; and more. In 2016 an allowance of \$20 per semester has been made available to groups towards the cost of providing milk for tea/coffee breaks, phone calls etc—please contact Treasurer Bill Parris if your group would welcome and has not yet received this. In 2017 an allowance will be available on application – details to be confirmed.
Donations	Some course/activity convenors collect gold coin donations towards additional expenses at each session. This may be used for purposes such as accessing sets of plays for playreading courses; hire of a specialist venue; donation for organisation providing venue at end of year; etc. For accountability and accounting purposes the money collected is provided to, and receipt given by, treasurer Bill Parris, phone 5762 6912.
Equipment/ Information Technology	Classroom computer/large monitor: Switch on computer equipment at wall; then switch on computer and the power board (red lighted switch at end of powerboard). Using the black remote directed towards the on/off lit button on the right hand corner of the monitor screen, choose source, then PC to show computer screen on large television monitor. WiFi source and Password for W4 Computer: The computer should automatically link to Benalla Flexible Learning Centre's Wi Fi. If it doesn't, search for WiFi then select NEV-FLC . The password is NEVFlexible! (<i>Contact details for assistance are currently being finalized</i>)
Fees/other costs	Where necessary to cover additional costs such as room hire; play hire; etc. a gold coin donation may be asked for. Collected monies are taken to the Treasurer for receipt, banking and subsequent payment of invoiced amounts.
First Aid/Medical	The general rule is to call an ambulance immediately , making sure someone

	remains with the person at all times and that the person is comfortable within the rules of basic first aid. Use common sense – eg. accessing person’s support networks in U3A to find out family contact details if necessary and maintain follow up.
Guest Speakers	Contact Lorraine Knox on 5762 1531 if you would like to give a U3A pen as a token of thanks to a guest speaker.
Housekeeping (see also W4)	Cleaning of the room on a weekly basis is organised by the Flexible Learning Centre; however we need to ensure that the sink area is kept clean and that the tables are wiped if necessary. You may need to remind new class groups to wash their own cups!
Indigenous people – acknowledgement	There may be times when it is appropriate to acknowledge the indigenous people and history of our area. Consider using the following wording, adapted from that used by the Greater Shepparton City Council. <i>“We, U3A Benalla, acknowledge the traditional owners of the land on which we stand. We pay respect to their tribal elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors.”</i> Or the following, which has been adapted from a wording option suggested by the University of Canberra <i>“I would like to acknowledge the Taungurung people who are the traditional custodians of this land on which we are meeting and pay respect to the Elders of the Tuangurung Nation both past and present. I extend this respect to all Aboriginal and Torres Strait Islander peoples in attendance today.”</i>
Insurance	Insurance coverage is provided for Victorian U3A branches through U3A Network Victoria with the Victorian Managed Insurance Authority . The relevant incident report form can be found at the back of the folder containing class rolls. A downloadable form is available on-line: https://www.vmia.vic.gov.au/claim/notify-potential-claim . Please contact President Terry Case 5762 1700 in the first instance.
Accessibility– Memory/Sight/ Hearing /Mobility	Convenors can assist learning by, for example, reinforcing information by presenting it in different ways; increasing size of print; projecting voice; keeping in sight of the group when speaking; using print & voice simultaneously; using Control + to increase print size on computer monitor.
Mobile phones	U3A members are usually very mindful of turning off their mobile phones in class and having them on vibrate if they do expect an urgent family related call. It may be necessary to remind participants at the beginning of each session to turn their mobiles off or on to vibrate.
Newsletter	Many convenors write the newsletter report for their group; in other cases a person from the group who enjoys writing prepares the report then runs it past the convenor. The newsletter deadline is the fourth Monday at midday. E-mail reports to editor Freida Andrews at fmandrews46@gmail.com or post to Freida Andrews, 30 Lakeside Drive, Chesney Vale 3725. The newsletter is usually posted by the fourth Friday but may take five business days to arrive. It is emailed and posted on the website on the last weekend of the month.
Online U3A	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, contact John Avery on 5762 1818.
Outreach Activities	Rolls for outreach activities must be kept as a record by convenors. Please hand in to Geraldine McCorkell at the end of the semester. Refer also to ‘attendance’ and ‘insurance’.
Photocopying	Photocopying is available for class projects using the password/code available on laminated list near photocopier or on the expanded convenors list. Please

	<p>be mindful of cost and paper use, printing on both sides wherever possible. Colour copying is more expensive so use sparingly. Please replenish paper supply from U3A cupboard as required. It is important to take paper in the photocopier out and fan it a number of times if using the copier after a break or if the weather is damp. If photocopying equipment is not working properly in most cases screen based instructions are provided. Please let Terry Case 5762 1700 or Lorraine Knox 5762 1531 know about problems which you can't resolve and a repair and maintenance visit will be arranged if necessary.</p>
Photographs	<p>Permission for photo taking of members during classes and activities is signed off when signing the membership form. However, it is recommended that whenever photos are about to be taken of the class, verbal permission at the time be sought with an explanation as to what the photo will be used for.</p>
Policies	<p>U3A Network website/other policies are available on the web and are reviewed and customized regularly by the Benalla Executive Committee. The first point of call is therefore to go to U3A Network Victoria's website - https://www.u3avictoria.com.au/downloads/ - where the following generic U3A Policy Guidelines can be found.</p> <ul style="list-style-type: none"> ▪ Privacy Policy ▪ Code of Conduct Policy ▪ Sexual Harassment Policy ▪ Bullying Policy ▪ Risk Management Policy ▪ Anti-discrimination Policy ▪ Health & Safety (Serious Injury & Incident Reporting) Policy ▪ Conflict of Interest Policy <p>There is also a link to these policies on the 'Our U3A' page on the website.</p>
Privacy	<p>There is a U3A Privacy policy on U3A Network Victoria's website http://www.u3avictoria.com.au (refer above). It is important to maintain confidentiality of members. Particular 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. If sending out emails to a list, select the 'BCC' blind carbon copy option so that individual member email addresses remain private. Pop in to the Tech Savvy Drop In if you need help with this.</p>
Professional Development	<p>If convenors would like to attend a statewide or national U3A conference and are prepared to report back to the branch, some money may be available to assist with conference registration fees.</p>
Programs	<p>U3A Benalla has offered 32 courses and three short courses this year. The Programs Sub-committee meets at least twice a year to consider timetables and new program applications. Please keep Terry Case (5762 1700) informed about ideas for new courses or any issues you may come across in running and continuing your course/activity. Terry, and also Bev Lee (5762 8171), are happy to provide help in developing a program idea into a firm program proposal. There is a downloadable program proposal form on the convenors' page of the website – it is not essential to complete this, however it can provide a useful framework for considering the requirements of a new course.</p>
Publicity	<p>Our Publicity Officer, Judith Borthwick, regularly submits articles to the Ensign. From time to time Judith makes contact with convenors' in relation to developing articles or adding photographs highlighting course/group activities for the newspaper. Please let Judith know if you have a story for the Ensign or other publicity related idea. Judith's phone number is 5762 3442.</p>

Sustainability	When possible, pull the blinds right up rather than turning the lights on. Don't forget to switch off urn after the break; computer at wall switch and photocopier on to power save during and off at the end of class. Strategies include - double sided photocopying; use of mugs rather than paper cups.
U3A Management and Structure	<p>The Annual General Meeting of Benalla and District U3A is held every year in March. This year the Annual General Meeting was held on Wednesday 16 March, 2016 in Room W4 Benalla Flexible Learning Centre, Barkly Street, Benalla 10 am. The Executive Committee was returned, with Dorothy Webber now Vice President and Judith Borthwick Publicity Officer.</p> <p>The Executive Committee of U3A Benalla and District meets monthly, making decisions and taking them to the rest of the group. There are several sub-committees - including Administration; Computers Technology and Equipment; Accommodation and Programs.</p> <p>Regional meetings of 16 to 18 U3A groups spreading from Kilmore to Nathalia, Mansfield to Wodonga are held twice a year, usually in Benalla. Benalla U3A is an active member of the Victorian Network of U3A. Benalla delegates, John Avery and Margaret Jenkins, attend quarterly meetings in Melbourne then report back to the Executive Committee. The most recent Biennial conference of the Network was held in Melbourne in August 2015. State U3A Networks have formed an national alliance to share common concerns, an alliance which may well develop into a national peak body over time. State Networks have annual conferences which representatives from other states attend. There is also a U3A Asia Pacific International Alliance which has a regional conference of U3A--the most recent conference was held in Brisbane in May 2015.</p>
Urn	Make sure the urn is turned on in time to heat up before the coffee break and turned off after class. The urn makes a sound while heating--it then becomes quiet but continues to reheat. A kettle is provided as a back up.
W4	A timetable listing use of W4 by U3A classes is published on the door. When leaving W4 please make sure all blinds are pulled down; urn, computer equipment turned off at switch; lights and fans switched off; benches are tidied and wiped down if necessary; cups washed.
Website	<p>Our website is updated monthly shortly after the posting of the newsletter.</p> <p>Course/Activity Pages There is a page on the website for each course/activity group. Each month the group's newsletter report is added to group's web page together with any photographs submitted to the newsletter or directly to the web manager (Bev bevlee47@gmail.com). It is possible to add additional resources to your group page – eg. popular links; course handouts; other photographs. Check out other pages for ideas or discuss options with Bev.</p> <p>Convenors' Page –the convenors' page on the website will hopefully grow over time to be a useful resource and point of communication for convenors and tutors. Your input to developing this page further is most welcome.</p>
Welfare	Please let Pat Gardiner 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. Pat will arrange for a card to be sent to them from U3A. Pat's phone number is 0407 848 534.
WiFi	From late February 2016, U3A uses Benalla Flexible Learning Centre's WiFi. When searching for WiFi, look for NEV-FLC . The password is NEVFlexible!

If you have ideas which you would like to see added to this A-Z or our branch handbook for Tutors to be developed in 2017, please send them to Bev Lee bevlee47@gmail.com .