



U3A Hawthorn depends entirely on volunteers – there is **no** paid staff. Your involvement is essential to ensure that U3A Hawthorn remains a vibrant organisation, offering a wide range of programs and activities. Please tick your new or continuing volunteer involvement. Note that we may not immediately need your assistance in a particular offered role. Your offer will be added to our database for when a need arises.

Name/s \_\_\_\_\_ Member No/s \_\_\_\_\_

Please tick	Volunteers required
	<p><b>Tutoring/course leader</b> I offer to present /lead a year-long course/short course in the following area/s: _____</p>
	<p><b>Course planning</b> <i>Program Planning Committee Co-ordinator:</i> identify prospective tutors/course leaders, monitor possible new/ replacement courses and topics. ----- <i>Members of the Program Planning Committee:</i> meets monthly</p>
	<p><b>Course co-ordination</b> <i>Course co-ordinator :</i> timetabling, tutor/presenter liaison, manage course enrolments/waiting lists ----- <i>Assistants to work with Course Co-ordinator:</i></p>
	<p><b>Excursions</b> <i>Excursion Program Coordinator:</i> developing an annual excursion program ----- <i>Members of the Excursion Program Committee:</i> regular planning meetings, assist at excursions</p>
	<p><b>Technology support</b> <i>Technology Manager:</i> maintenance/ training/ use of AV and computer equipment. ----- <i>Technology Assistants:</i></p>
	<p><b>Class assistants</b> <i>Class Secretary for individual courses (especially larger groups):</i> maintain roll, set up room ----- <i>Class AV Manager:</i> set up and pack up AV equipment for individual courses (training provided)</p>
	<p><b>Accommodation organisation</b> <i>Venue Management Coordinator:</i> find and manage suitable accommodation for classes at Sinclair Avenue and elsewhere ----- <i>Members of Venue Management Committee:</i> meetings as required</p>
	<p><b>Office - Clerical and Data Management</b> <i>Office Supervisor:</i> maintain overview of office systems, training of office volunteers, purchasing /ordering office items ----- <i>Office Roster Coordinator:</i> ensure staffing and orientation of office assistants ----- <i>Database Manager:</i> requires familiarity with Filemaker Pro ----- Database Assistants: data entry ----- Banking Officer: ----- <i>Petty Cash Officer:</i> ----- <i>Reception duties:</i> usually half a day fortnightly or monthly ----- <i>Emergency reception to cover absences:</i> on call for emergency reception</p>

	<p><b>Newsletter</b>  <i>Editor:</i> preparation, collation of newsletter materials  <i>Proof reader:</i>  <i>Desktop Publisher:</i> layout and design  <i>Mailout Coordinator:</i> mail out preparation /printing of material  <i>Assistance with mailouts:</i> stuffing envelopes for each newsletter</p>
	<p><b>Campus Management</b>  <i>Campus Manager:</i> maintenance, cleaning, security, health and safety issues  <i>Working Bee Co-ordinator:</i> organise working bees when necessary  <i>Volunteers to come to Working Bees</i></p>
	<p><b>Building /Property Manager</b>  <i>Property Manager:</i> liaise with Boroondara Council re Sinclair Avenue property</p>
	<p><b>Catering and functions</b>  <i>Catering Manager:</i> coordinate catering for U3A functions (not individual class functions)  <i>Volunteers to assist Catering Manager:</i> set up, serving, clean up  <i>Volunteers to assist with functions</i> such as AGM, Concerts – set up, clean up, meet and greet</p>
	<p><b>Gardening</b>  Joining the gardening group /helping to maintain the garden – monthly working bees and summer watering</p>
	<p><b>Kitchen Management</b>  <i>Kitchen Manager:</i> manage the kitchen, purchase supplies</p>
	<p><b>Summer School</b>  <i>Summer School Co-ordinator:</i> plan, organise and deliver program in January  <i>Summer School Assistants:</i> assist in planning and delivery in January</p>
	<p><b>Publicity /promotion</b>  Contact media to promote U3A Hawthorn and its events/activities and coordinate representation at community events such as Seniors Week.</p>
	<p><b>Website</b>  <i>Web Master:</i> manage the web-site  <i>Assistance with website</i></p>
	<p><b>Archives</b>  <i>Archivist:</i> collection and storage of materials, filing</p>
	<p><b>Historian</b>  Research history of U3A Hawthorn and its members</p>
	<p><b>Committee of Management</b>  Members are encouraged to stand for election to the Committee of Management to guide the policies, management and strategic direction of the organisation. Economic management and accounting, secretarial and public officer experience, strategic planning, education and membership management, administrative, marketing, and legal experience are some of the expertise required as well as energy and enthusiasm.</p>

Many members have given generously of their time and expertise in the past. Please list your past volunteer contribution.

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