U3A HAWTHORN
UNIVERSITY OF THE THIRD AGE

Policy – Role of tutors and convenors

Introduction

U3A Hawthorn exists for its members to participate in a broad range of educational opportunities in a positive and supportive learning environment.

Purpose and scope

The purpose of this policy and associated procedures is to outline the role of all tutors and convenors associated with U3A Hawthorn. The scope includes those tutors and convenors drawn from the U3A Hawthorn membership, as well as from outside of the organisation. It also applies to presenters invited to speak at classes.

Definitions: who are tutors, convenors and presenters?

Tutors teach/train course participants. They are responsible for devising, researching and delivering course information and skills development over one or more sessions. They also moderate class discussion and are contact people for the course.

Convenors take responsibility for the organization and management of a course or indoor or outdoor activities. They set the parameters for course operation and moderate class discussion and are the contact people for the course. They may organize presenters from within the course or non-members of U3A Hawthorn, introduce and thank these people and moderate question time and discussion.

Presenters may be members or non-members who are invited by tutors/convenors/the course coordinator or members of sub committees to make a presentation to a class on a specific topic as part of a course. This may be a short 10 minute presentation in a discussion course, a full session presentation such as for the Readman series, Armchair Travel, Health series, or for a one-off event etc.

Policy

All courses or activities must meet the requirements of U3A Hawthorn as outlined below:

- All courses or activities must be:
    - approved by the Committee of Management through its subcommittee, the Program Planning Committee.
    - delivered by tutors, convenors or presenters; tutors or convenors must be approved by the Program Planning Committee;
- Tutors and convenors establish a positive and supportive learning environment, and must manage any unacceptable behaviours in accordance with the Code of Conduct;
- For all discussion classes, particularly those that involve political, moral, religious or social issues, and potentially others, tutors and convenors must ensure that a range of views, facts and opinions are included in a respectful manner;
- Presenters are required to prepare and deliver a well-researched and balanced talk on a topic agreed to by the tutor or convenor, keeping within the time limits provided.
- In accordance with the Code of Conduct all tutors, convenors and presenters are volunteers, will not be paid;
- Tutors and convenors must ensure that only members of U3A Hawthorn and those enrolled for their course attend.
    - Exceptions are performances of the orchestra and choir where the tutor or convenor can advise that members may invite family and friends to attend;
- Tutors and convenors must gain prior approval for any expenditure of funds from the Committee of Management.

Procedures

Tutors and convenors are responsible for:

- Accepting all enrolled members into the class except where there are stated pre-requisites such as in language classes or where there are physical requirements such as for cycling or walking activities;
- Maintaining the roll and ensuring that only those that are enrolled are in attendance, and
    - advising that members must wear their ID;
- Advising the course coordinator of unexplained absences of a member or of their withdrawal from a class;
- Advising the course coordinator or Reception of the cancellation of any class;
- Advising the course coordinator of any pending change in either tutor or convenor;
- Being familiar with the use of audio visual equipment;
- Setting up of rooms and returning them to a tidy condition, including turning off heating/cooling and all appliances;
- Promoting other U3A Hawthorn events and activities to class members;
- If they choose, developing a structure that allows class members to contribute and assist with their course and/or activity.

Responsibilities

It is the responsibility of the Committee of Management to ensure that:

- Members are aware of this policy;
- Tutors and convenors are made aware of their role;
- The policy is published on its website within 4 weeks of the date of this authorisation.

It is the responsibility of all tutors and course convenors to:

- Be aware of and agree to their role as outlined in this policy.

Related policies and forms

- Hawthorn U3A Code of Conduct policy approved 13 November 2019

Authorisation

- This policy was adopted by the Committee of Management of U3A Hawthorn, and minuted as such, on 11 December 2019

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