

BATHURST



Learn, laugh, live



**ROLES AND
RESPONSIBILITIES
OF FACILITATORS**

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WHAT IS A FACILITATOR

A facilitator is a person who provides group leadership and expertise in their chosen subject or field. A Facilitator may:

- Order and arrange the activities of the group.
- Lead a group discussion.
- Lecture to the group in a formal situation.
- Act as a mentor to members of the group who are doing their own projects.

APPLICATION FOR COURSE FACILITATORS

A person who wishes to lead a group should contact the Program Coordinator. They should supply:

- Their credentials (either formal or informal evidence of expertise to run a group).
- Their preferred day, venue, time and number of weeks (6 or 8), for the course, with as many alternatives as possible.
- A description, of no more than 300 characters, in terms of outcomes for their course for including in the Course information notes in the Newsletter.

The Program Coordinator will make a recommendation to the Committee on whether the course should proceed. The course can only proceed if the Committee approves.

The Committee will consider each application on the basis of the information provided.

ROLE OF THE FACILITATOR

LEARNING

- To facilitate learning and/or progression in skills in the members of their group. We encourage lifelong learning for all members.
- To foster an atmosphere of friendliness and comradeship within their group.
- To describe the outcomes of the course clearly for inclusion in the Newsletter and Website of Bathurst U3A

VENUE SAFETY

- As a Facilitator, it is your responsibility for assessing all safety aspects of the venue (loose rugs, faulty wiring, trip hazards and safety exit procedures). We suggest that , at the beginning of each term, you remind your group of general housekeeping and health and safety procedures.

ROLLS

It is the Facilitators' responsibility to;

- Collect a roll before the term begins.
- Mark the roll accurately.
- Record the names of visitors on the Temporary/Honorary Members Roll.
- Return the roll within one week of the term finishing.
- Make sure every member of the group has a Membership Card. These are issued on Enrolment Day or by the Treasurer to the Facilitator for subsequent enrolments.
- The Enrolment Officer will prepare the rolls and notify the Facilitator of any subsequent enrolments.
- Please do not add or remove names from your roll. If a member turns up to your class and their name is not on the roll, invite them to join for the day, add their name to the Temporary/Honorary member list and suggest they contact the Enrolment Officer to adjust their enrolment. This ensures that accurate records are kept and members who are away for a short period are not removed from a roll.

INFORMATION

Facilitators should act as providers of information from the Committee to members and encourage members to take part in activities organised by the Committee - eg Christmas Party, Excursions, morning teas, special functions.

EXCURSIONS

When organising an excursion, the plan for it needs to be approved by the Committee. The plan should include (but is not limited by) a description of and the reason for the excursion, the destination, number of nights (if applicable), type of accommodation, number of people going, guest speakers, etc.

A roll needs to be maintained for the excursion. Spare copies of your class roll can be obtained from the data/website coordinator.

Collection of moneys, and payments, by the facilitator, are permitted for the purpose of excursions.

See the section on Insurance.

A temporary change of venue for a meeting, for example, meeting at a café is not considered an excursion. Note that in this case, the venues coordinator should be notified for our records and accounting purposes.

OPTIONAL

A Facilitator should try and foster social relationships by organising other times for the group to get together - perhaps in between terms at a member's home or a morning tea or lunch.

For further information about these extra activities, such as Insurance cover and costs etc, the Facilitator should contact members of the Committee.

CODE OF CONDUCT

FOR MEMBERS

- Be polite and respectful to facilitators and other class members.
- Respect class 'ethos' and working arrangements.
- Refrain from discussion of matters likely to cause controversy, such as politics, race, gender or religion. (unless raised by the Facilitator)
- Inform the Facilitator if withdrawing from a course or for a term.
- Send an apology to the Facilitator if unable to attend a class so that the member will not be assumed to have withdrawn from that class and have their name removed from the roll.
- During class, follow reasonable instructions and requests from Facilitators.

FOR FACILITATORS

- Be punctual and prepared.
- Mark rolls. Return rolls within one week of each term.
- Be polite, helpful and respectful to members.
- At the beginning of each term, set out housekeeping rules.
- Make expectations of behaviour clear to class members.
- If possible, inform class members of change of meeting time for venue in advance of a class.
- Put away U3A equipment securely and tidily.
- Leave the venue clean and tidy.
- Return keys and other equipment, where appropriate, to the Venue Coordinator, Equipment officer or Facilitators' Representative at the conclusion of a course.

CONTACTS

Following the AGM, the contact details for members of the Committee will be forwarded to all Facilitators and will also be printed in the Newsletter and available on the Website.

FACILITATORS' REPRESENTATIVE

facilitatorsrepresentative@bathurstu3a.com

Your representative is your first point of contact if:

- You have any questions about running a class.
- You cannot attend a class.
- You need to know about equipment in a venue.
- A member constantly breaches the Members' Code of Conduct.

ENROLMENT OFFICER

enrolmentofficer@bathurstu3a.com

The Enrolment Officer can supply you with extra copies of any of the documents you find in your roll. Copies of these can also be found on the website.

He/she will also contact you to advise further enrolments or contact someone on a waiting list if you have a vacancy you wish to fill.

PROGRAM COORDINATOR

programcoordinator@bathurstu3a.com

The Program Coordinator is responsible for organising all continuing and new courses, collecting the course descriptions for the Newsletter and contacting the Venue Coordinator to organise venues. The Program Coordinator is your first contact if you are proposing a new course, continuing or discontinuing an existing course.

DATA/WEBSITE COORDINATOR

webadmin@bathurstu3a.com

The Data/Website Coordinator keeps all the membership data and, in conjunction with the Enrolment Officer, processes all membership forms, in conjunction with the Enrolment Officer, Program Coordinator and Treasurer, coordinates enrolments, compiles class lists for each course and organises waiting lists where required.

We encourage you to submit photos or articles to the Data/Website Coordinator to post on the Website.

NEWSLETTER EDITOR

newslettereditor@bathurstu3a.com

We encourage you to submit articles and photos for the Newsletter.

VENUES COORDINATOR

venuescoordinator@bathurstu3a.com

Contact the Venues Coordinator to deal with any issues with your venue or if you wish to change it for some reason. The Venues Coordinator is responsible for all venues throughout the year and **it is essential that you notify the Venues Coordinator of any changes in a timely manner.**

SECRETARY

secretary@bathurstu3a.com

The Secretary can supply copies of the Constitution or, alternately, it is available on the Website.

TREASURER

treasurer@bathurstu3a.com

Contact the Treasurer before you spend large amounts of money on photocopying and he/she will refer the matter to the Committee.

He/she can also deal with spending money on items you need for class - eg, an iron or table tennis balls. All purchases must be approved by the Committee.

Facilitators may not collect money from members except for the published fees for many of our Fitness Classes.

PUBLICITY OFFICER

publicityofficer@bathurstu3a.com

If you have something to help publicise your course, contact the Publicity Officer and he/she can use your information on the radio or in the local paper.

PHOTOCOPYING

print@csu.edu.au

Phone 6338 4152

The CSU Printery is the preferred option to be used for all photocopying and printing. Bathurst U3A has an account with this facility. Facilitators can email to lodge their copying and printing requests and will then need to collect their copies from the Printery.

For other copying requests, please check with the Treasurer prior to having the work done. Note that for amounts exceeding \$30, prior approval is necessary.

COPYRIGHT

We pay fees so that Facilitators can copy material for use in class. This applies to books, newspapers, music DVDs, CDs etc

USEFUL URLS

Bathurst U3A Website: bathurstu3a.com

The NSW Network Website: nsw.u3anet.org.au
(Resources available by selecting **Resources** from the pull-down menu)

U3A Online: u3aonline.net.au

Bathurst Regional Council: bathurst.nsw.gov.au

Other useful URLs can be found on the website.

DATA PROJECTORS

We own three digital projectors. Two of these are located in the storeroom off Room 31 at CSU. These are modern and very versatile. Facilitators who conduct classes in history, politics, and Invited Speakers to the Monday Morning Show series of lectures are the main users. Contact the Facilitators Representative to arrange use of the projectors.

We also own a Smart TV. This is fixed to the classroom wall in Room 31 CSU. This can also be used as a data projector by connecting to your computer via HDMI.

Facilitators also have access to a third digital projector, which has been installed in a fixed position in the ceiling of the Macquarie Room at Panthers Club. A remote control device operates the projector. Again, contact the Equipment Officer to arrange access.

INSURANCE

All members are covered for loss and injury by insurance whilst participating in classes, excursions and events sanctioned by the Bathurst U3A committee. Also covered are volunteers who are working under the direction of the Bathurst U3A, or who are supervised by a member of the Bathurst U3A.

Note that partners of members are not covered by our insurance, unless they are members of the Bathurst U3A.

INFORMATION FOR FACILITATORS

THINGS YOU WILL FIND IN YOUR ROLL FOLDER

Rolls for each term will be available at The Neighbourhood Centre, 96 Russell Street, on the Wednesday prior to the commencement of each term.

Your roll folder contains:

1. Thank you to our Facilitators
2. A Calendar
3. An Accident Report Form
4. Membership Cards
5. Membership and Enrolment Forms

Occasionally we put some information for members in these rolls; if you would be so kind as to pass this on.

ROLLS

Please return your roll to The Neighbourhood Centre in the week after your last class in the term. These roll are collected by the Enrolment Officer, and are updated for accurate record keeping purposes.

Rolls are for your protection and convenience.

- Your roll is a legal document and we file them in our office. They are available in case of an insurance case later.
- Please mark your roll each session. You only need to tick those present or indicate an apology.
- By drawing up rolls, we can make sure that your class limit is not exceeded.
- Only members listed on the roll and Honorary or Temporary Members or visitors listed on the Temporary Membership roll are covered by our insurance.
- Please indicate apologies each week, as members may be ill or away for short periods of time, and we do not want to take them off the list for that reason.
- Names are removed from the roll if the person has been absent for the whole term with no apology.

TEMPORARY MEMBERSHIP ROLL

Sometimes a member or non-member just drops in for a week to experience the class. Please record their details on the Temporary Membership Roll. A non-member is allowed three sessions before they must join.

Very occasionally, we may have a visitor who for example is a friend or relative of a class member and they may wish to attend for a longer period. In this case, please contact the Facilitators' Representative for approval.

CALENDAR

Keep it handy! You are absolutely certain to be asked what week it is, or when the term ends or when the next term starts. There is an option for a 6 week or 8 week term, or longer.

ACCIDENT REPORT

As a Facilitator, it is your responsibility for assessing all safety aspects of the venue (loose rugs, faulty wiring, trip hazards, obstructions and safety exit procedures). We suggest that at the beginning of each term, you remind your group of general housekeeping and health and safety procedures.

Bathurst U3A has insurance coverage. For accident reports, each Facilitator must mark their roll every week and in the case of an incident, please ask the person injured to complete an Accident Report at the time the incident occurred. Once the Report has been completed, please send it to the Secretary. If the injured person is unable to complete the form, please ensure that a witness does so.

However, along with the incident report, all medical and follow-up documents need to be submitted for the insurer to assess any claim. Again, forward all claims to the Secretary.

CANCELLED CLASS

Even Facilitators sometimes get sick or have to attend to an urgent matter. If you are going to be absent from a class, the Facilitators' Representative should be informed and told of what action you were able to take to contact your group.

Here are some suggestions of what you might do:

- Ask someone in the group to run the session for the day or find a replacement Facilitator.
- Contact the Facilitators' Representative who will contact the members of your group.

WHAT TO DO WHEN

A MEMBER JUST TURNS UP AND IS NOT ON THE ROLL

PLEASE - do not add anyone to your roll. Add them to the Temporary members roll for the day. If they have not filled out a form, if possible, give them one. If they have filled out a form, you should be notified before the next class. You can report their presence to the Enrolment Officer.

YOU HAVE A VACANCY IN A CLASS WITH A LIMIT

Contact the Enrolment Officer who has the waiting list for your class. He/she will contact someone to fill the vacancy. Please do follow this up - there are probably members who would just love to be in your class.

If someone in your group dies, please inform the Secretary, so that their passing can be noted.

MEDICAL EMERGENCY - call an ambulance on 000

Members' emergency contacts are available on the website.

BETWEEN TERM CLASSES

We have extended course terms to eight week terms. For some venues, it is possible to book for the whole year, without incurring costs, but in other cases, Facilitators will have to find their own space if they wish to continue during breaks. We are not able to fund venues for between-term classes.

However, if you do run extra classes, you are still covered by insurance and you will need to mark a roll. You can obtain an extra roll by contacting the Enrolment Officer. This roll should be returned to The Neighbourhood Centre when you collect the following term's roll.

PRIVACY

Some members may not wish to share their contact details with other members, so it is advisable when sending emails, to BCC them.

CONTINUING OR NEW CLASSES

You will receive a form to fill out describing your new course or so that you can change your outline.

Your course description should be no more than 35 words.

THANKS

Talking with members brings out just how valued our Facilitators are. The majority of members say their classes are fun, enjoyable learning experiences organised by passionate Facilitators.

So thank you very much for your time, effort and commitment to Bathurst U3A.



U3A
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