



RESPONSIBILITIES OF A COURSE PRESENTER / ORGANISER

Thank you for offering your time and expertise and your meaningful contribution to the delivery of a quality program to members. We hope you find this outline helpful.

ROLE:

To be aware of U3A AH policies and processes <https://www.u3aadelaidenhills.com/policies>, (particularly any current Covid restrictions, confidentiality & privacy policies), submit the completed *Course Proposal* form in a timely manner, assist in the smooth delivery of the course and liaise with *U3A AH Course Coordinator*.

RESPONSIBILITIES - Planning

1. Work with the *Course Coordinator* to determine positioning in the program, course requirements including type of venue (size, equipment and facilities), time(s) and description
NOTE booking venues is the responsibility of the *Course Coordinator*
2. Agree that your contact details be published in the program to facilitate any queries from members
3. Ensure your completed *Course Proposal Form* is received before the required date

RESPONSIBILITIES - Delivery

- a. If your activity is held indoors, determine emergency exits, first aid kit, access provisions, lock-up procedures and be aware of changing Covid Safe capacity numbers
- b. Ensure the smooth delivery of the course:
 - Set up the venue
 - Organise refreshments, if appropriate, and collect 'tea-money' from participants
 - Welcome members and remind them to tick their attendance on the roll (necessary for insurance purposes)
Note: Potential members may attend one session as a guest before being required to join U3A
 - Make all participants aware of the *Extreme Weather Policy* and *Ambulance Policy* in particular
 - Ensure the venue is left in a clean and tidy manner
- c. Encourage positive participation, social interaction between members and their assistance in packing up
- d. Notify the *Course Coordinator* if a participant is not on the roll or of any other issues
- e. Privacy - Member's contact details **must not** be shared without express permission of the member.
Always ensure the BCC facility is used when emailing the group
- f. In case of a medical emergency, call an ambulance and the nominated person on the confidential emergency contact list
- g. In case of an emergency evacuation of the building, ensure toilets etc are vacant and take the roll to check that all members have been evacuated

Enjoy and **thank you!**

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