

COURSE COORDINATOR

GENERAL:

- Develop, promote and arrange new courses.
- Respond to all enquiries about courses and activities.
- Encourage members to run new courses.
- Support and communicate with course tutors, in conjunction with Tutor Liaison Officer.
- Maintain records of courses.
- Keep UMAS up to date with course details throughout the year.
- Organise the Course timetable and keep it up to date.
- Submit a Monthly Report to the Committee.
- Attend the AGM.
- Liaise with Monash Council about dates of hall use. Complete SmartyGrants applications for use of halls. This includes writing the grants submission for Notting Hill Hall and completing dates for future use of facilities.
- Each day, check all emails sent to Course Coordinator and forward relevant emails to the appropriate person – usually the Membership Secretary – to action.
- Be available to promote U3A Waverley at local events sponsored by Monash Council.
- As appropriate, write short articles for the Newsletter to promote new courses or to share course information.
- Meet potential new tutors who are currently not members of U3A Waverley and assess their suitability.

SPECIFIC TIMES REQUIRED:

- At the end of Term 3, communicate with tutors to ascertain their willingness to continue their course, their preferences for time, class numbers, room allocation.
- Interview prospective tutors who are current members of U3A.

- In Term 4, communicate with tutors who have not yet responded, ensure UMAS has been 'taken down' by the webmaster so that the next year's courses can be entered.
- Enter each course for the following year – this must be done, one by one, and is very time consuming!
- Create the course booklet (using Word).
- Create the timetable (using Excel).

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