



## **U3A Sunshine Coast Tutor Reference Group**

### **Terms of Reference**

#### **Roles of the Tutor Reference Group:**

1. To serve as a sounding board for tutors and to provide the M.C. with wise counsel when issues arise affecting the running of classes, such as the detrimental effects of COVID 19.
2. To be available to provide new tutors with advice and support in the development and running of their classes.
3. To discuss ways in which the new Strategic Plan for 2022-2026, especially Goals 2&3, can be best implemented.
4. To enable the Management Committee to recognise and show appreciation for the invaluable contribution of U3A Sunshine Coast tutors.

#### **Responsibilities of the Tutor Reference Group**

1. To report to the Management Committee on TRG discussions and proposed actions as they relate to the roles of the TRG.
2. To meet formally twice a year, shortly after the commencement of the new semester.
3. To meet ad hoc, in response to a specific request from the Management Committee or in response to issues raised by tutors.
4. To liaise with each other informally to discuss and resolve issues and problems and provide feedback to the Management Committee
5. To provide support to new tutors

#### **Powers of the Tutor Reference Group**

1. To recommend to the Management Committee action on improved outcomes for tutors and classes.
2. To evaluate recommendations from the Tutors themselves and propose courses of action to the Management Committee.
3. To select one member of the group to act as a chairperson for a single meeting, or the year.
4. To appoint a secretary to write a brief record of the meeting and / or formal advice and recommendations.

#### **Membership of the Tutor Reference Group:**

1. Members are encouraged to apply in person; however, their application needs to be supported by another two tutors, or in the case of new tutors, by members of the Management Committee.

2. Members will serve for one year, from July to July; however they may reapply the following year.
3. Between 6 and 8 members are needed to represent the variety and number of courses on offer by U3A Sunshine Coast.
4. The Management Committee reserves the right to select the final members of the group if too many nominations have been received.

**Expertise / Skills required for membership of the Tutor Reference Group:**

1. An interest in and support of the goals of U3A Sunshine Coast
2. A willingness to attend meetings
3. An enthusiasm for listening to, and discussing issues and ideas
4. A readiness to support new tutors with advice or practical assistance