



U3A SUNSHINE COAST INC. - Policies and Procedures

TUTORS & VOLUNTEERS RECOGNITION

We acknowledge the traditional custodians of the land where we meet, and pay our respects to the Elders past, present and emerging.

Preamble

Sunshine Coast U3A is part of a worldwide voluntary organization, with each group operating autonomously. It is an association of people linked by the common desire to learn, and engage in activities with others having similar interests.

U3A in Australia began in 1984, and we were formed in 1986. We have over 2000 members and our area follows the Sunshine Coast regional Council LGA extending from Caloundra in the south to Coolumberrah in the north and from the coast to the range. We are attached to, but not academically part of, the University of the Sunshine Coast, Sippy Downs.

We are a self-managed, not for profit organization. Members cannot benefit financially from U3A, therefore all members who support the activities of the organization, do so in a voluntary capacity. Our programs and courses are developed and run for our members, who can participate in as many of the available courses and activities as they choose.

POLICY

Tutors and Volunteers are recognized as essential for U3A Sunshine Coast. It is important to provide both formal and informal recognition of the valuable skills, effort and time they contribute freely to keep our organization dynamic, efficient and in line with the needs of our current and growing membership.

PROCEDURES

The following points outline the procedures and arrangements, both formal and informal, that our organization will undertake to acknowledge and promote participation as a volunteer or tutor in U3A Sunshine Coast.

1. The Tutor & Class Coordinator, as well as Office Manager / Day Leaders and other Management Committee members will provide support in the form of emails, individual discussions, supply of equipment, help with clerical/administration tasks, and training if required, to affirm and promote the roles of tutors or volunteers.
2. The electronic newsletter e-Voice, our U3A Sunshine Coast web page and Facebook will be used to publicly acknowledge the contribution of tutors and volunteers, and



U3A SUNSHINE COAST INC. - Policies and Procedures

to encourage more members to participate. Articles with photographs may be forwarded to local Sunshine Coast newspapers. Individual tutors or volunteers could also be nominated for annual community awards such as Senior Citizen of the Year.

3. "Honorary Tutor" membership is given to any Tutor who provides leadership and further education as a Tutor of a class or course, but who does not choose to become a paid-up member of our U3A, with its associated right to attend other classes and vote at a meeting. The Honorary status covers these Tutors for insurance purposes.
4. A Certificate of Appreciation, named and laminated, plus a card or letter from the President will be presented to individuals who complete or step down after completing several years of service in a tutoring or volunteering position.
5. Badges will be available to Tutors and regular volunteers to facilitate recognition and provide acknowledgement. Three different badge labels will be available, one for Tutors, one for Management Committee Members, and one for Volunteers.
6. A Tutors and Volunteers Luncheon will be held in November each year, with the meal cost provided by U3A.
 - The President will draft an invitation that will be sent out to all Tutors and Volunteers upon receipt of the single invitation list.
 - Invitation lists will be contributed by the Tutor & Class Coordinator, Office Manager, Lectures Coordinator, and Management Committee coordinators of sub-committees and events, and sent to the President's nominated delegate to prepare a single invitation list. This single list will then facilitate the recording of acceptances by office staff.
 - The President or Vice President will deliver a speech of thanks and badges or certificates could be presented if the opportunity presents itself and the time is appropriate. A small gift, such as a U3A pen, could be presented to all attendees.

Approved by Management Committee 21 September, 2018