

Volunteer Register for U3A Castlemaine Inc

Name:.....

Phone:.....

Date:.....

This vibrant organisation relies entirely on member participation.
We ask you to contribute to at least ONE or more of the areas outlined below.

There will always be someone to show you the ropes or to work with you.

Please make your selection at the time of enrolment. If you decide to change or add to your contribution, contact the Membership Officer (U3A Office Phone: 5472 2249) to discuss the change.

Please tick your choice/choices.

Join a working group

Working groups are set up by your Committee to assist with essential tasks. By ticking a particular box you may be asked to assist with some of the tasks listed.

Communication Working Group

Newsletter production, website content, advertising & promotion. Liaison with local community organisations.

Finance

Fund raising activities, grant applications, budget, revenue & expenditure tasks.

Governance

Review manuals, policies and Members' Handbook

Member Services

Coffee morning welcome & attendance book, transport assistance & member support.

Programs & Prospectus

Prospectus development & production, timetabling, class venue usage & collation of class statistics.

Special Events

Coffee morning speakers, special events, outings & activities, in-service days.

Courses

Be a class leader (either one-off, short term or longer). For some courses you need only act as convenor with others supplying expertise. All courses must be discussed with, and approved by, the Course Coordinator

Offer your home as a classroom.

Note:- you must have Public Liability Insurance.

U3A Office

We would like to open the office every weekday. There are numerous jobs from answering the phone, filing, typing, photocopying, to being a friendly ambassador. Volunteers generally help just once a month.

Coffee Morning

To help those members who look after:

Trading table

Cake baking for raffle

Set up & put away chairs & tables

Supply milk, coffee, tea etc.

Handy wo/man

Help with little repairs & maintenance of office & equipment.

Other

If there is a task or a service that you think you could perform that is not listed, please describe it below.

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