

Class Representatives

At the first or second session, each Class Leader is asked to consider appointing a class member to be the Class Representative (CR) for the class. It can be a good way of encouraging participation in the U3A if you can find a CR who is relatively new to U3A Castlemaine. Sometimes, though, for some classes it is better if a more experienced U3A member does the job.

Some Class Leaders choose not to appoint a CR and handle the job themselves.

If you do appoint a CR you need to forward the name of the person nominated to the Class Coordinator in order to add the name of your CR into the MyU3A system. This will give them access to your class list and class members' contact details, and enable them to enter attendances etc.

The role of the Class Representative is not onerous, but it is a very important one:

1. CR's act as a conduit for important messages from the Committee of Management to all class members.
2. At each Coffee Morning, one or more classes are rostered to help provide the refreshments at the end of the meeting, as well as with the setup, service and clean up. Your class will be scheduled to help with one of these monthly coffee mornings. It is a very important task for the CR to help manage this and to liaise with the class members and the Class Leader.
3. You may choose to ask the CR to assist you with additional duties such as the management of roll cards and absences, apologies, collection of additional class costs, arranging/re-arranging furniture and liaising with the U3A Castlemaine office. This makes your task as Class Leader less stressful as it allows you to concentrate more fully on the class content.
4. You may wish to assign to the CR the task of ensuring that all equipment, tables, chairs etc are put away/stacked, that all lights, air conditioners -heaters etc, are switched off and that window blinds are closed, at the conclusion of each class.