



Guidelines for Course Support Members

Course Assistant

The Course Assistant is the Course Leaders 'right hand'. While the Course Leader is responsible for what happens during a U3A Course, the Course Assistant assists with the setting up before class and ensures that everything is put away afterwards. Other Members are allocated to help. Please ask other Members for more help, if necessary.

Duties:

1. Arrive approximately 20-30 minutes before starting time of the course.
2. Obtain the Attendance Sheet from the Course Leader and ensure that all members of the course initial or sign next to their names when they arrive. Ticks are not acceptable for insurance purposes.
3. Provide a glass of water for the course leader.
4. After Class make sure that lights, fans, air-conditioners, hot water heater etc are OFF and that the venue is left as it was before the course commenced. You could collect a small donation at the first session to purchase a 'thank you' card to be signed by members and presented by you or another member of the course at the end of the course. Plus, if funds permit, a gift such as book or voucher to a maximum of \$50.
5. If applicable, at the end of the course, propose a Vote of Thanks to the Course Leader and give them their thank you card and gift on behalf of the class.

Set- Up Team

1. Arrive 30 mins prior to the Course Starting time.
2. Liaise with Course Leader re room set-up. Staggered seating is preferred.
3. At the end of the session ensure that the chairs are neatly stacked in the designated place. (At East Bowral chairs are to be stacked no more than 3 chairs high and there are certain areas where chairs are not permitted to be stacked).
4. Vacuum if necessary and ensure everything is left clean and tidy.