



## **U3A SOUTHERN HIGHLAND INC.**

### **Information for New Members**

The running of our U3A is entrusted to a Management Committee of 12 members who are elected at the Annual General Meeting held in March. Each committee member has a special set of responsibilities to fulfil and these are the people you should contact if you have any question about U3A Southern Highlands.

Our Contact Details are listed on the Home Page of our website: [sohiu3a.org.au](http://sohiu3a.org.au).

#### **Renewing your Membership**

In November each year you will be offered the opportunity to renew your membership and will be advised of the fee for the coming year. There is a PayPal function on the website to facilitate your payment. You must be a current financial member in order to enrol in courses

#### **The Course Booklet and The Wise Owl**

Before the end of each term, you will have access to our Course Booklet, with all the details of courses offered for the next term. We also have a newsletter entitled The Wise Owl, which has special notices, information on courses and news items.

#### **Our Courses**

The principal purpose of U3A is to provide learning opportunities and activities for members. With a few exceptions, courses are presented by members and cover a wide range of topics. You are encouraged to consider sharing your knowledge or experiences by presenting a course yourself. Our Course Coordinators will help you in this regard. Courses range from single session events to classes which are held on a regular basis over the full term.

#### **Enrolling in Courses**

We encourage members who have an email address to use the website for enrolment whenever possible as it saves time and effort on the part of the Enrolments Coordinator and Treasurer. Another advantage of applying online is that you have the opportunity, if necessary, of changing or adding to your selection. Otherwise, you may forward your enrolment form to our postal address. Prepayments for some Courses (such as "Cinemas") are not to be paid until enrolment is confirmed. These are highlighted in the description of the Course.

#### **Allocating you to Courses**

Your enrolment choices will be run through a computer program within our website which allocates you to courses according to your preferences. When a course is oversubscribed, the program will randomise enrolment requests so as to give each member an equal chance of selection. We cannot guarantee that there will be enough places in all courses but we try to ensure that normally, every member will be successful in at least one of their selected courses every term. After the computer processing you will be advised by email or by mail whether you have been successful with your requests. You may be advised that you are on a Waiting List, in which case you have been given priority in the event of a place becoming vacant in an oversubscribed course. Following the enrolment process, often there will be vacancies in courses other than those requested by you and, if you wish, you may enrol directly on-line once Direct Enrolments are opened. You may NOT attend courses for which you are not enrolled.

## **Payments at Courses**

Courses are free for members, but course leaders may ask their group to make modest contributions toward materials, printing costs and/or refreshments. The use of some course venues may attract a surcharge to attendees and these will be detailed in the description of the course. These costs are paid to course leaders or course assistants at the first session of each course.

## **Attending Courses**

We request that you always wear your U3A Name Badge to your courses and U3A events as this helps both the course leaders and other members to identify you more easily. In fairness to course leaders and also to members who were unsuccessful in their wish to enrol, please try to attend all classes. If you are unable to attend any session, it would be appreciated if you could contact your Course Leader beforehand to record your apology. Some courses will have waiting lists. You are required to sign the Attendance Sheet on arrival at each session of your course.

## **Playing your Part**

The activities within our U3A are only possible with the assistance of volunteers. Many members already contribute in various capacities such as committee members, course leaders and course assistants, clerical assistants and even IT and website input. These members are very important to the running of a complex organisation and they often bring with them special skills. From time to time you will be asked to assist in a course you are attending or at special functions we conduct and we request you respond positively. We presently have a very large membership and, whilst each member contributes in some way, we will continue to thrive both socially and intellectually. Some of our venues required that chairs and tables are returned to a specified area at the end of the session, so please nominate to help out as much as you are able. We hope you enjoy being a member of Southern Highlands U3A!