



# Volunteering



U3A Hawthorn is entirely dependent on volunteers to fill the many roles required to deliver the wide range of courses and activities on offer and to do so in as cost-effective a manner as possible. We invite you to look at the list of volunteer roles below and to **offer your assistance** in as many ways as you can. By sharing your skills and talents you will gain through deeper involvement with the wonderful team at U3A Hawthorn, and we will gain from your expertise and knowledge.

Membership No.

Please complete form in **BLOCK LETTERS**

Surname: \_\_\_\_\_ Given name: \_\_\_\_\_

Vocational background: \_\_\_\_\_

Do you have a particular interest or subject that is not on our curriculum? If so please provide some details :

Are you, or have you been, a Tutor?  Y / N  Would you be prepared to be a Tutor?  Y / N   
 If so in what field or on what topics? \_\_\_\_\_

Would you prefer to tutor a full year course  a short course of several sessions  or a single Summer School session

Please tick appropriate box / boxes

	Opportunity	Details of Role		Opportunity	Details of Role
<input type="checkbox"/>	Committee of Management	Monthly meetings.	<input type="checkbox"/>	Functions catering	Manage supply of food etc for various functions. Prepare room/clean up after
<input type="checkbox"/>	Receptionist coordinator	Train/assist receptionists. Maintain Office roster.	<input type="checkbox"/>	Door manager	Control events entry & collect money
<input type="checkbox"/>	Receptionist / Office Helper	Half day per fortnight.	<input type="checkbox"/>	Banking	To assist in Banking takings particularly at periods of enrolment
<input type="checkbox"/>	Newsletter helper	Collate and dispatch newsletters.	<input type="checkbox"/>	Summer School (January)	To assist in enrolment and activities
<input type="checkbox"/>	Audio visual assistant	Assist with AV equipment such as DVDs, Data Projectors and microphones.	<input type="checkbox"/>	Excursion Co-ordinator	To assist in sourcing and organisation of excursions
<input type="checkbox"/>	Database Manager	Develop and maintain the computer system keeping Member data and Enrolment records.	<input type="checkbox"/>	Property maintenance	Handyperson / trade skills as required.
<input type="checkbox"/>	Data base Assistant	To learn our system and assist with data entry 2 hours per week.	<input type="checkbox"/>	Campus Manager	Ensure our buildings and grounds are adequately maintained. Liaise with Council as required.
<input type="checkbox"/>	Class representative	Introduce and/or thank speaker. Prepare room and dean up afterwards.	<input type="checkbox"/>	Purchasing officer	Purchase office, cleaning and kitchen supplies.
<input type="checkbox"/>	Publicity & promotion	Prepare promotional and advertising material. Identify & recruit Sponsors for specific needs.	<input type="checkbox"/>	Curriculum Committee	Arrange tutors and course programs to meet members' curriculum needs
<input type="checkbox"/>	Volunteers co-ordinator	Liaise with volunteers to ensure roles are filled.	<input type="checkbox"/>	Archivist	Record & keep old files in proper order and condition
<input type="checkbox"/>	Website	Assist in maintaining our website; contribute to design and content updates	<input type="checkbox"/>	Historian	Update and record the history of U3A Hawthorn

### U3A HAWTHORN PRIVACY POLICY

To enable us to operate effectively and provide our members an efficient service, U3A Hawthorn needs to collect personal information provided by you on your Membership Form. The information collected is managed solely by U3A Hawthorn and is used for a number of purposes, including organisational, communication, emergency, insurance and to support Government Grant applications. No personal information, or any other information that can identify you, is passed on to any other person or organisation other than the Officers and Tutors of U3A Hawthorn to enable them to perform their role in running the organisation. Reasonable steps will be taken to ensure that all personal information collected is kept secure and confidential. You have the option not to provide full details; however, incomplete disclosure of requested details may prevent U3A HAWTHORN from full delivery of its services. You can gain access to your personal information and advise us at any time if it is inaccurate or incomplete.