

Course Coordinator

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Source and implement a diverse program of courses and activities in each term
Responsibilities:	<ul style="list-style-type: none"> • Seek and approve courses and tutors for them, seeking ideas and tutors from the membership as well as external parties • Survey members to determine learning needs, preferences and requests • Agree class numbers • Ensure all training aids, including audio-visual equipment, are available for tutors and leaders, and in good condition • Organise guidance for tutors on administrative requirements and class management. • Negotiate class times and topics with tutors • Allocate venues with Campus Managers • Enter course information into UMAS • Advertise courses on line, by email, paper copies during each week of the vacation period • Ensure someone is available to introduce guest speakers and deliver votes of thanks • Prepare class lists • Handle any issues arising around programming • Liaise with Vacation Program Coordinator on areas of overlap • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times • Work in cooperation with fellow members of the Committee
Works With	<ul style="list-style-type: none"> • Volunteer assistants could be helpful