

Class Coordination Working Group

The role of the U3A Castlemaine Class Coordination Working Group is to:

- Liaise with prospective class leaders about all aspects of tutoring with U3A Castlemaine;
- Liaise with class leaders about any issues which arise during the year;
- Schedule classes – both short and on-going;
- Upload class details to the MyU3A database;
- Publish details in the annual Class Prospectus;
- Assist in organising enrolment to classes;
- Schedule new classes as they occur during the year;
- Organise occasional meetings and workshops as required;
- Organise promotion of new classes in newsletters;
- Contribute to the allocation of venues for classes;
- Assist in the use of the MyU3A database system;
- Report to the Committee of Management on a monthly basis.