

# Volunteer Register for Castlemaine U3A

This vibrant organisation relies entirely on member participation.

We ask you to contribute to at least ONE or more of the areas outlined below.

**There will always be someone to show you the ropes or to work with you.**

Please make your selection at the time of enrolment. If you decide to change or add to your contribution, contact the Membership Officer (Office tel no. 5472 2249) to discuss the change.

**Please tick your choice/choices.**

## Join a working group

Working groups are set up by your Committee to assist with essential tasks.

By ticking a particular box you may be asked to assist with some of the tasks listed.

**Communication Working Group**  
Newsletter production, website content, advertising & promotion  
Liaison with local community organisations

**Finance**  
Fund raising activities, grant applications, budget, revenue & expenditure tasks.

**Governance**  
Review manuals, policies and Members' Handbook

**Member Services**  
Coffee morning welcome & attendance book, transport assistance & member support.

**Programs & Prospectus**  
Prospectus development & production, timetabling class, venue usage & collation of class statistics

**Special Events**  
Coffee morning speakers, special events, outings & activities, inservice days.....

## Courses

Be a class leader (either one-off, short term or longer).

For some courses you need only act as convenor with others supplying expertise.

All courses must be discussed with and approved by, the Course Coordinator.

Offer your home as a classroom  
**Note:-** you must have Public Liability Insurance.

**U3A Office**  
We would like to open the office every weekday. There are numerous jobs from answering the phone, filing, typing, photocopying, to being a friendly ambassador  
Volunteers generally help just once a month.

**Coffee Morning**  
To help those members who look after

- Trading table
- Cake baking for raffle
- Set up & put away chairs & tables
- Supply milk, coffee, tea etc.

**Handy wo/man**  
Help with little repairs & maintenance of office & equipment.

**Other**  
If there is a task or a service that you think you could perform that is not listed, please describe it below.

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