

# Class Representatives

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At the first or second session, each Course Leader is asked to appoint a class member to be the Class Representative (CR) for the class. It can be a good way of encouraging participation in the U3A if you can find a CR who is relatively new to U3A Castlemaine. Sometimes, though, for some classes it is better if a more experienced U3A member does the job.

Some Course Leaders choose not to appoint a CR and handle the job themselves.

If you do appoint a CR you need to forward the name of the person nominated to the Course Coordinator in order to add the name of your CR into the MyU3A system. This will give them access to your class list and class members' contact details, and enable them to enter attendances etc.

The role of the Class Representative is not onerous, but it is a very important one:

1. CRs act as a conduit for important messages from the Committee of Management to all course members.
1. At each Coffee Morning, one or more courses are rostered to help provide the refreshments at the end of the meeting, as well as with the set up, service and clean up. Your course will be scheduled to help with one of these monthly coffee mornings. It is a very important task for the CR to help manage this and to liaise with the course members and the Course Leader.
2. You may choose to ask the CR to assist you with additional duties such as the management of roll cards and absences, apologies, collection of additional course costs, arranging/re-arranging furniture and liaising with the U3A Castlemaine office. This makes your task as course leader less stressful as it allows you to concentrate more fully on the course content.

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