

U3A CANTERBURY and DISTRICT

Role of Subject Coordinator

Subject Coordinators are the prime link between our leaders/tutors and the Director of Studies.

The role includes

1 Collecting course/session information from your leaders/tutors for the Main, Winter Extras and Summer Programmes and passing this on, as shown on the attached timetable.

2 Giving recognition, support, encouragement and back up to leaders/ tutors when appropriate. This will include communicating with our venues coordinator and/or equipment manager if required.

3 Contacting and following up any new/potential leaders/tutors that are referred to you.

4 Aiding the promotion of courses by forwarding articles and/or pictures (with the participants' agreement) of activities to the Newsletter and Website.

5 Encouraging and supporting leaders/tutors to give a display of activities/courses at the Open Day in May.

6 Making sure that all your leaders/tutors are familiar with our policies which are on our web site under publications.

a) EDI Equality, Diversity and Inclusion issued July 18

b) Data Protection issued May 18

c) Statement on Data Protection issued January 18

d) Data Security issued May 18

7 Being prepared to inform and support leaders/tutors about what to do if there is an incident during one of their sessions. The 'Incident Report Form' is located on our website under publications.

This is a general outline and Coordinators can always approach the Director of Studies or a member of the committee for help/advice/support.

27/08/18