



U3A Ringwood Inc

Reg. No A0008300C A.B.N. 144192251576

35 – 39 Tortice Drive, North Ringwood, Victoria, 3134.

Telephone: 9876 2925

Email: u3arwood@gmail.com

Web Page: www.u3aringwood.org.au

Membership and Course Enrolment for 2019

(Applicable for Enrolments for Terms 1 and 2)

Enrolment for Courses for 2019 from both existing members who wish to re-enrol and new members can be made at our Parkwood office between 9.30am to 12.00noon on Monday to Friday during school terms

Please come with all your forms filled in with your email address, if applicable, printed clearly.

Payment can be made by cheque or cash. Should you intend to pay by cash, please ensure that you bring the **exact amount**, as change will not be available on the day, and this may delay your enrolment.

The allocation of a place in a selected Courses can usually be confirmed at the time of enrolment.

A temporary membership badge will be issued to new members on enrolment and an ongoing membership badge will be issued after all administrative processes have been concluded.

Members re-enrolling will continue to use their ongoing membership badge.

Please take note that your "Membership or Temporary Membership Badge" must be presented for admission to 2019 Courses.

These documents are also available from our office and from our web page: u3aringwood.org.au.

As U3A Ringwood is run entirely by volunteers, all members are expected to undertake some tasks to assist in the effective running of classes and other activities.

When you nominate those activities/roles that you would prefer to do, please give serious consideration to being part of our office team, as this role ensures that the Parkwood building is open for the commencement of classes, classes are supported, telephone messages are received and telephone contact from existing and prospective members are dealt with in a professional manner.



RINGWOOD
UNIVERSITY OF THE THIRD AGE

U3A RINGWOOD INCORPORATED

Reg. No A0008300C ABN 14 419 221 576

Parkwood Community Hub

35-39 Tortice Drive,

Ringwood North, Vic 3134

Phone: 03 9876 2925

www.u3aringwood.org.au

u3arwood@gmail.com

Membership Commitment and Code of Conduct

Purpose:

To promote a shared understanding of appropriate conduct and ethical standards for members (including Committee members and Class Leaders) in their interactions with each other during all U3A Ringwood activities.

To promote a culture of personal commitment as a condition of membership of U3A Ringwood as specified in this document.

Every member has the right to:

1. Participate in learning, recreational and social opportunities offered by U3A Ringwood in accordance with their physical ability, knowledge or experience (where applicable) and class place availability.
2. An environment that is safe, respectful and free from harassment, discrimination and bullying.
3. Their personal information being maintained in accordance with U3A Ringwood's Privacy Policy.

Every member has the responsibility to:

1. Support the purposes of U3A Ringwood and observe its Registered Rules, its policies and procedures - these can be viewed on the U3A Ringwood website: u3aringwood.org.au and at the U3A Ringwood office).
2. Keep themselves up to date with U3A Ringwood policies, guidelines, notices and other information posted in the newsletter, on the U3A Ringwood website and on notice boards.
3. Contribute to an environment that is free from harassment, discrimination, intimidation or bullying behaviour.
4. Foster and maintain positive relationships which encourage cooperation and inclusiveness by acting and speaking respectfully and with courtesy.
5. Act with honesty and integrity towards U3A Ringwood, its members and the community.
6. Take responsibility, when attending classes for performing activities that are within the limitations of their health and abilities, and to notify the Class Leader immediately if they feel unwell or experience pain during the class.
7. Wear their current membership badge at all times when attending any U3A Ringwood activity.
8. Contribute their time and skills by volunteering to help with activities appropriate to their experience, ability and capacity.
9. Observe strict confidentiality regarding any access to members' personal information in accordance with U3A Ringwood's Privacy Policy.
10. Avoid any real or perceived conflict of interest and refrain from using U3A membership to promote personal interests or financial gain.
11. Support the safety, security and wellbeing of U3A Ringwood members, its property and possessions and report any issues to Class Leaders or committee members.
12. Maintain the good reputation of U3A Ringwood and contribute to its ability to serve the community's interests.

Any breach of the Membership Commitment and Code of Conduct should be reported to the Secretary. Issues will be managed in accordance with U3A Ringwood Inc.'s Rules and relevant policies.

These documents can be viewed on our website or in U3A Ringwood's office.

AUTHORISATION:

This Membership Commitment and Code of Conduct was adopted by the Committee of Management of U3A Ringwood Inc. and minuted as such on 11 October 2018 and is posted on U3A Ringwood's website and Notice Boards.



MEMBERSHIP APPLICATION & PARTICIPATION FORM 2019
U3A RINGWOOD INC. [No A0008300C]
 Parkwood Community Hub,
 35 – 39 Tortice Drive, North Ringwood, Victoria 3134,
 Telephone: 9876 2925 (Weekdays 9.00 am to Noon)
 Email: u3arwood@gmail.com
 Website: u3aringwood.org.au

I wish to apply for membership of U3A Ringwood Inc. and, if accepted, agree to abide by the Rules of U3A Ringwood and the conditions of membership.

(Please use a separate form for each person).

	Please tick	Please tick	Please tick
NEW MEMBER	Fee: Single \$60.00 (incl.\$5.00 joining fee)	Couple (2 people living at same address) – \$100.00 (\$50.00 each including joining fee of \$5.00 each)	
RE-ENROLLING 2018 MEMBER	Fee: \$55.00 per person	Couple (2 people living at same address) - \$90.00	
ASSOCIATE MEMBER	Fee: \$40.00 per person	Proof of 2019 financial membership at another U3A is required	

Please insert current (2018) Membership Number if re-enrolling | Badge ID No.....

FOR ASSOCIATE MEMBERS ONLY: I am a current member of: U3A Receipt No. Expiry Date:	FOR CLASS LEADERS/CONVENORS ONLY: Class Tutors/Leaders are classified as honorary members. While they are eligible to retain this membership classification, they may attend other classes of their choice (where vacancies exist) without incurring an annual membership fee.
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PLEASE PRINT IN BOXES (please use a separate form for each person). *(I.D Office use only)

Title (Please circle) Dr Mr Mrs Ms.	Family Name	Initials	Given Name
Preferred Name	Street No	Street Name	Suburb
Post Code	Telephone No	Mobile Phone No	Preferred Method of Contact Phone Email (please circle)
Country of Birth.	Date of Birth	Skills/Interests	Previous Occupation
Emergency Contact Name/s	Emergency Telephone No.	Your Email Address - please print clearly ("case sensitive")	

I acknowledge and accept that doing work as a volunteer is an important part of my membership of U3A Ringwood Inc. and acknowledge and accept the U3A Ringwood Membership Commitment and Code of Conduct.

Signature: _____

Date: / /

Office use: Fee payable:\$Receipt No. Date: Name of person accepting application (please print)

U3A RINGWOOD INC. MEMBERSHIP & PARTICIPATION COMMITMENT 2019

Your involvement is vital for the effective running of our organisation and our classes operate effectively.

As we wish to spread the work-load fairly, you are requested to indicate your preferred volunteering roles/duties (please nominate at least 1 category by circling the code number)

Code No	VOLUNTEER ROLE CATEGORIES										
1 - Committee											
1.1	Current committee member										
1.2	Willing to serve on the Committee										
2 - Committee Support											
2.1	Technical Web Assistant – assist in updating, maintaining and improving our website.										
2.2	Assistant to Membership Secretary – assist to update the membership data base, produce class lists etc.										
2.3	Newsletter Editor – under direction compile the newsletter and liaise with Publicity Officer and arrange printing										
2.4	Newsletter distribution Coordinator or assistant - arrange newsletters for postage, collection or distribution etc.										
3 - Course Leaders/Convenors											
3.1	Current class leader/ convenor										
3.2	Future class leader/convenor - have you skills to share?										
4 - General Support											
4.1	Functions Convenor — organise members to prepare for functions and events e.g. Christmas function, AGM, Welcome day, etc., by ensuring room is set up, that catering has been arranged and that clean-up will occur at the end of the event										
4.2	Functions Assistants - assist the functions convenor										
4.3	Parkwood Cleaning Coordinator – prepare rosters for classes to clean of our classrooms and report to the committee										
4.4	Catering Coordinator – ensure supplies for the kitchens are always available and collect tea/coffee money etc.										
5 - Office Support											
5.2	Office Team Roster Coordinator: arrange office rosters in consultation with office team members (see 7.1 below)										
6.5	Office Administration Coordinator ensure that the office has all necessary supplies, provide support to members of the office team as required and make recommendations to the committee for improvements in our office administration and support.										
7 - Office Administration											
7.1	<p>Office Team Member – is rostered (the roster is prepared by the Coordinator in consultation with team members) to attend the office at Parkwood between 9.00am to 12 noon on an agreed number of days each term. Duties include opening the building for classes; taking calls from members/potential members, provide information/application forms or refer queries to appropriate person, ensuring forms and stationary supplies are available, undertake photo copying and collect mail etc and checking that all power & heating is turned off and closing up the building at the end of classes,</p> <p>Your Preferred Frequency and Days for Being Rostered for Administration Team Duties</p> <p><i>Our preference is to have a limited number of members who will be trained and be regularly rostered for duty with other members being used to support that team as required.</i></p> <p><u>I am prepared to undertake office duty as follows:</u></p> <p>Please circle the maximum <u>number of days per term</u> you are prepared to be rostered for Administration Team Duties:</p> <p style="text-align: center;">1 2 3 4 5</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Your Preferred Day(s) to be Rostered </div> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 20%;">Monday</td> <td style="width: 20%;">Tuesday</td> <td style="width: 20%;">Wednesday</td> <td style="width: 20%;">Thursday</td> <td style="width: 20%;">Friday</td> </tr> <tr> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> </tr> </table>	Monday	Tuesday	Wednesday	Thursday	Friday	A	B	C	D	E
Monday	Tuesday	Wednesday	Thursday	Friday							
A	B	C	D	E							

Signed:

Date:

Name

2019 COURSE TITLES AND CODES FOR TERM 1,

ARTS

Art Appreciation [Code 5] - Time: Wednesday, 9:30–11:30; Venue: Parkwood

Art 1: Sketching for Pleasure [Code 2] - Time: Tuesday, 9:30-12:00; Venue: Norwood Sporting Club

Film Appreciation [Code36] - Time: Friday, 12:30–3:30; Venue: Parkwood

CRAFT

Create-a-Card [Code 6] - Time: Friday: 12:00- 4:00; Venue: Parkwood

Patchwork and Quilting with Linda [Code 54] - Time: Tuesday, 1:30–3:00; Venue: Parkwood

GENERAL COURSES

Armchair Travel [Code 1] - Time: Tuesday, 9:30–11:30; Venue: Norwood Sporting Club;

Cryptic Crosswords 1-[Code 7] - Time: Thursday, 9:30-10:30; Venue: Parkwood

Speechcraft [Code 27] - Time: Friday, 9:30–11:30; Venue: Parkwood

Book Club [Code 40] - Time: 4th Tuesday of the month, 9:30–11:00; Venue: Parkwood

A Taste of Life [Code 43] - Time: Wednesday (4th Wednesday of the month), 2.30 – 4.30; Venue: Parkwood

Mahjong [Code 55] - Time: Tuesday, 1.30 – 3.00; Venue: Parkwood

Mythology Adventure - An introduction to Classic Greek Mythology [Code 41] :Time: 2nd Tuesday of the month, 10.00 – 11.00; Venue: Parkwood

Scrabble [Code 49] - Time: Tuesday , 1.30 – 3.00; Venue: Parkwood

EXERCISE

Line Dancing - Beginners & Intermediate [Code 15] - Time; Wednesday ,11.15-12.15; Venue: Scout Hall BJ Hubbard Reserve

Exercise to Music [Code 16] - Time: Monday, 10.50 – 12.00; Venue: Norwood Sporting Club;

Shi-Ba-Shi [Code 25] - Time: Wednesday, 10:00 -11:00; Venue: Norwood Sporting Club;

Tai-Chi for Beginners [Code 30] - Time: Wednesday 11:00-12:00; Venue: Norwood Sporting Club

Tai-Chi [Code 31] - Time: Monday, 9:30-10:30; Venue: Norwood Sporting Club

Gentle Yoga [Code 33] - Time: Thursday, 9:30-10:30; Venue: Norwood Sporting Club;

Table Tennis-Morning Group [Code 28] - Friday, 9:00 -11:45; Venue: Norwood Sporting Club;

Table Tennis-Afternoon Group [Code 29] - Friday, 1:45-3:45; Venue: Norwood Sporting Club;

OUR WORLD

International Affairs [Code 11] - Time: 1st Monday of Term then each alternative Monday; 9:30 - 11:00; Venue: Parkwood

National Affairs [Code 20] - Time: 2nd Monday of Term then each alternative Monday, 9:30 - 11:00; Venue: Parkwood

Australian History [Code 4] - Time: Wednesday 9.30 – 11.00; Parkwood

The Sciences [Code 21] - Time: Wednesday 1.30 - 3.30; Venue: Norwood Sporting Club

Elders and the Law [Code 46] :-Time: Wednesday, 1:30 – 3:00; Venue: Parkwood

LANGUAGES

French – Advanced [Code 9] - Time: Friday, 10:00 – 12:00; Venue: Parkwood CR1

Italian 1 [Code 12] - Time: Monday: 9:05 - 10:30; - Venue: Parkwood

Italian for Beginners: [Code 57] - Time: Monday 10:30 - 11:50; Venue: Parkwood

Japanese - [Code 14] - Time: Thursday, 9:30 – 12:00; Venue: Parkwood

LITERATURE

Adventures at the End of a Pen [Code 58] Time: Monday, 12:00 - 2:00; Venue: Parkwood

Great Poems in English [Code 23] - Time: Wednesday, 1:15 – 2:15; Venue Parkwood

COMPUTERS

Computer User Groups [Code 37] - Time: Monday & Tuesday 1:30 – 3:00 and Tuesdays 11:00 - 12:30 Venue: Parkwood

Family History on Line [Code 22] - Time: Thursdays, 9.30 - 11.30; Venue: Parkwood 3

MUSIC

Folk Music – Old and New [Code 8] - Time: Tuesdays, 9:30 - 11:30; Venue: Parkwood

Music Appreciation 1 [Code 18] - Time: Thursday, 10:30 - 12:00; Venue: Parkwood

Music Appreciation 2 [Code 19] - Time: Friday, 9:30 - 11:30; Venue: Parkwood

SOCIAL

Let's Do (Code 10) – Held Monthly - Venue, Days and Times will vary according to the activity_