



**BENDIGO**

UNIVERSITY OF THE THIRD AGE



# **MEMBERS' HANDBOOK**

## **2019**

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## INTRODUCTION

### Welcome to U3A Bendigo!

This handbook provides information about being a member of U3A Bendigo. It also includes some information about where to go for further study, such as courses available online, and Great Courses for individual or group study.

Information about the activities held during the day from Monday to Friday can be found in the [Prospectus](#) which can also be found online as well as in the office.

U3A Bendigo is a voluntary organisation which promotes and fosters positive aging. It facilitates social connection, physical activity and the sharing and development of knowledge and skills for older people in a friendly and cooperative environment. Members themselves run the organisation and all its activities, drawing upon their depth and breadth of experience. At present it offers approx 60 courses/activities (mostly weekly) ranging from art to aerobics, bush walking to book club, tai chi and meditation to table tennis, computers to cryptic crosswords.

In addition to these on-going programs which operate over five days a week for up to 50 weeks in the year, U3A also organises events, a whole range of short courses and the opportunity for members to hear guest speakers at monthly social gatherings.

U3A Bendigo commenced in 1990 with some 50 members and now has over 600. We are one of 107 such organisations in Victoria. Whilst many of its members are reasonably self-sufficient, enjoy comparatively good health, and are fully mobile, U3A has a strong commitment to those who are vulnerable due to social isolation, those who are frail, living with a disability or low income to allow equal participation in the educational and social activities that are offered.

### Your Committee of Management

## CODE OF CONDUCT

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U3A Bendigo commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.

Every member of U3A Bendigo has the right to:

- feel safe and respected
- enjoy a supportive and positive learning environment
- participate in learning, social and recreational opportunities
- receive services fully compliant with U3A norms
- make a complaint and receive prompt and fair resolution thereof
- have access to guidelines, policies and procedures adopted by U3A Bendigo

Every member of U3A Bendigo has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- respect U3A Bendigo volunteers. This includes Convenors, Group Leaders and all support staff, office staff, BUZZ Editors and Committee of Management members. These members give up their free time to undertake a myriad of tasks associated with running U3A Bendigo and bad behaviour towards them will not be tolerated
- understand and follow the organisations guidelines, policies and procedures and carry out all activities in an appropriate manner
- work cooperatively for the benefit of all members
- maintain positive relationships
- care for the property and possessions of the organisation and members
- help create an inclusive environment
- report actual or potentially unsafe situations or conduct
- take personal responsibility to ensure they are fit and capable of undertaking a U3A Bendigo activity they have chosen to take part in
- wear a name badge to assist in the governance of the organisation

The principles set out in this Code of Conduct are intended to apply to any U3A related event, including classes, activities, auspiced social functions, meetings, conferences and holiday trips. They apply equally to all members.

## U3A BENDIGO FORMS, POLICIES & HANDBOOKS

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You can find copies of [U3A Bendigo Forms, Policies and other documents](#) online or in the Office.

Copies of policies are available:

- in hard copy on the document tray in the kitchen at U3A rooms,
- by request from the Office and
- electronically on the website ([www.u3abendigo.com](http://www.u3abendigo.com)).

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## PRIVACY STATEMENT—U3A BENDIGO

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U3A Bendigo collects information from members upon enrolment and updates as necessary. As with all incorporated bodies, U3A Bendigo is required to keep a record of members' names, addresses and current membership status.

Records are also kept of members' class attendance, date of birth, gender, country of birth, telephone numbers and email addresses. This information is used to facilitate communications by the Committee and course Convenors, to and from members.

U3A Bendigo provides statistical information to U3A Network as a statutory requirement; no identifying information is included.

Members' information is held in hard copy in U3A Bendigo office files, and on a secure database. Members may check the accuracy of their personal upon request to the Committee. If members request that their personal information remain private, it will not be made available except under legal duress.

**NOTE:** *U3A Bendigo does not provide information about members to outside bodies, other than aggregate information required by U3A Network, or to apply for Grants. Should a requirement for individual information arise under law, the matter would be brought to the members' attention before any information was made available.*

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## ONLINE STUDY

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As members may be aware, there are a growing number of opportunities available online for people wishing to pursue their own studies, either individually or as a group.

U3A Bendigo is a member of U3A Online. In order to use this service, you must be a member of a U3A.

### **There are 2 ways of registering for U3A Online Courses:**

1. If you are a member of U3A Bendigo, contact the Course Coordinator and obtain the U3A Online Bendigo PASSWORD; then you can register online at <http://www.u3aonline.org.au/>

U3A is a licensed site, so course material may also be accessed for group study at U3A Bendigo. Once registered you will have access to courses. Any problems contact the Course Coordinator.

2. By registering online at <http://www.u3aonline.org.au> you will be emailed your own user name and password.

Please contact the Course Coordinator to find out what costs might be involved for members to join, and also if there any further costs for a tutored course.

For courses without a leader there is a free download of lecture notes.

### **There are two ways to study:**

1. **Either:** with a Course Leader online,
2. **Or:** through Independent Study, working at your own pace when it suits you and available all year round.

**Areas of independent study available in 2019 include:** World Affairs and History; Nature; Writing

and Creativity; Life Style; Science.

Each course provides study notes. If you are interested in sharing discussions around the course material, it is suggested that you set up a study group.

**Courses with** leaders are identified early in the year. Each session is sent to participants each week with questions that are answered online. These could also be studied in a group with online responses done separately or by a designated leader.

- U3A has a growing collection of Great Courses material, available either online or on DVDs. Again these could be viewed individually or provide the basis for group discussion.

For more information on these and other resources, contact **The Course Coordinator, President or Executive Officer.**

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## **U3A BENDIGO MEMBERS' INSURANCE SUMMARY**

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**In the event of** any injury or mishap, **an injury report needs to be well documented and passed onto the U3A Bendigo office immediately.**

**Policy;** Volunteers Personal Accident and Sickness and Personal Accident.

**Interest Insured;** All declared **Financial** members and volunteers of the Policyholder.

**Scope of cover;** Whilst undertaking activities organised by the Policyholder, also includes travel to and from such activities.

**Age Limitations;** Age determines the amount paid out for accidental death.  
Age determines the amount paid out for all other benefits.

**Non-Medicare Medical Expenses;**

Subject to the terms, conditions and exclusions of the policy. The Benefit payable is less any recovery made from any private health insurance fund with respect to the expense. No benefit is payable in respect of the Medicare gap, being the difference between payment made by Medicare and the Medicare Benefits Schedule fee for the expense.

**Claim Offsets;**

There is no cover under this policy for any loss which is covered under any other insurance policy, health or medical scheme. However the policy will pay the difference between what is payable under the other insurance policy.

**Drugs and Alcohol;**

The policy shall not apply if you are under the influence of alcohol, including having a blood alcohol content over the prescribed legal limit whilst driving, or being under the influence of any other drug unless it was prescribed by a doctor and taken in accordance with the doctors advice.

**Attendance Forms;**

Attendance Forms can be obtained from the office or downloaded from the Website. The forms need to be completed and up to date. The completed and totalled Attendance Forms need to be **submitted to the office in July and January of each year.**

**Trips Away;**

If a U3A Bendigo group is planning a day or multi day trips away, they are required to notify the Executive Officer / Committee of Management of all intended travel outside normal activity, otherwise insurance cover will be denied.

**Always refer to the policy for a more precise definition of the insurance cover.**

Updated August 2018

## CONTACT INFORMATION

ROLE	NAME	CONTACT
President	Ian Burdett	0417 071 325 <a href="mailto:treborian@gmail.com">treborian@gmail.com</a>
Vice President	Helen Bandrowski	0417 302 293 <a href="mailto:helenbandrowski@bigpond.com">helenbandrowski@bigpond.com</a>
Secretary	Graham Robinson	03 5439 5332 <a href="mailto:furries@vic.chariot.net.au">furries@vic.chariot.net.au</a>
Treasurer	Mark King	0407 974 322 <a href="mailto:kingmt@bigpond.net.au">kingmt@bigpond.net.au</a>
Executive Officer	Jill McArthur	03 5449 3294 or 0490 858 469 <a href="mailto:admin@u3abendigo.com">admin@u3abendigo.com</a>
Minute Secretary	Helen Bandrowski	0417 302 293 <a href="mailto:helenbandrowski@bigpond.com">helenbandrowski@bigpond.com</a>
Activities Coordinator	Lyn Goodall	0418 587 102 <a href="mailto:activities@u3abendigo.com">activities@u3abendigo.com</a>
Short Course & Tuesday Talks Coordinator	Wilf Savage	03 5442 1437 <a href="mailto:wilfsav@westnet.com.au">wilfsav@westnet.com.au</a>
BUZZ Editors	Judi Fisher / Alison Oppermann	03 5442 9611 <a href="mailto:rejjudi@bigpond.net.au">rejjudi@bigpond.net.au</a> 03 4433 1138 <a href="mailto:alisonmoppermann@gmail.com">alisonmoppermann@gmail.com</a>
UMAS & Documentation	Lyn Goodall	0418 587 102 <a href="mailto:lynu3a@gmail.com">lynu3a@gmail.com</a>
Technical Support Convenor	Michael Gallagher	0408 397 448 <a href="mailto:michael@migall.net">michael@migall.net</a>
Facebook Coordinator	Lyn Goodall	0418 587 102 <a href="mailto:lynu3a@gmail.com">lynu3a@gmail.com</a>
U3A Network Coordinator & Media Liaison	Ian Burdett	0417 071 325 <a href="mailto:treborian@gmail.com">treborian@gmail.com</a>
Social Gatherings	Barb Ritchie	03 5447 7521 <a href="mailto:britchie4@bigpond.com">britchie4@bigpond.com</a>
Event Support	Marion Richardson	03 5449 7825 <a href="mailto:mazricho@hotmail.com">mazricho@hotmail.com</a>
Attendance Sheets	Lex Milne	0417 856 476 <a href="mailto:lexmilne@bigpond.com">lexmilne@bigpond.com</a>
Library	Barbara McDougall	0438 433 850 <a href="mailto:islecol@bigpond.com">islecol@bigpond.com</a>
Wellbeing Team	Jill McArthur	03 5449 3294 or 0490858469 <a href="mailto:jilldm@bigpond.com">jilldm@bigpond.com</a>

## 2019 DATES TO REMEMBER

Please either enter these dates in your diaries, or put them up on your fridge door. We hope you find them helpful.

### 01 January – 30 June

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**BUZZ Deadline**                      **2nd Tuesday monthly, also see BUZZ**

Enrolment day                      Wednesday 23 January

Australia Day                      Saturday 26 January (Mon. 28<sup>th</sup> Holiday)

**Convenors Meeting 1**              **Wednesday 27 February**

Social Gathering                  Wednesday 27 February

Labour Day                          Monday 11 March

Social Gathering                  Wednesday 27 March

School Holidays                  Saturday 6 April – Monday 22 April

Easter                                  Friday 19 April - Monday 22 April

**AGM**                                      **Wednesday 24 April**

Social Gathering                  Wednesday 24 April

Anzac Day                            Thursday 25 April

Social Gathering                  Wednesday 22 May

Queen's Birthday                Monday 10 June

**Convenors Meeting 2**              **Wednesday 26 June**

School Holidays                  Saturday 29 June - Sunday 14 July

## MORE 2019 DATES TO REMEMBER

Please either enter these dates in your diaries, or put them up on your fridge door. We hope you find them helpful.

### 01 July – 31 December

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<b>BUZZ Deadline</b>	<b>2nd Tuesday monthly, also see BUZZ</b>
School Holidays	Saturday 29 June – Sunday 14 July
Social Gathering	Wednesday 24 July
Social Gathering	Wednesday 28 August
Social Gathering	Wednesday 25 September
AFL Final Holiday	TBA September
School Holidays	Saturday 21 September – Sunday 6 October
<b>Open Day</b>	<b>Tuesday 8 October</b>
Social Gathering	Wednesday 23 October
<b>Convenors Meeting 3</b>	<b>Wednesday 23 October</b>
Bendigo Cup Holiday	Wednesday 30 October
Melbourne Cup Holiday	Tuesday 5 November
<b>Christmas Concert</b>	<b>Wednesday 27 November</b>
School Holidays begin	Saturday 21 December – 28 January

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Your Committee of Management (CoM) meets on the 1st Monday of each month, except January. As a Convenor you are very welcome to attend as a Visitor.

You may just want to see your CoM in action, or you may want to think about being on Committee in the future. There's plenty of work to do.

***Please contact the President for more details.***

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