



BENDIGO

UNIVERSITY OF THE THIRD AGE



LIVE LEARN ENJOY

MEMBERS' HANDBOOK

2018

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INTRODUCTION

Welcome to the members' world of 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. There are also many other organisations that are sources for learning and networking, such as the Bendigo Library and Bendigo Historical Society.

Information about the activities held during the day from Monday to Friday can be found in the Prospectus which accompanies this Handbook. It can also be found online <http://u3abendigo.com/>

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 group and all its activities, drawing upon their depth and breadth of experience. At present it offers over 50 courses/activities (mostly weekly) ranging from art to aerobics, bush walking to book club, tai chi and meditation to table tennis, coffee club to computers and 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 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.

CODE OF CONDUCT

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
- understand and follow the organisations guidelines, policies and procedures 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
- wear a name badge to assist in the governance of the organization

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 POLICIES

U3A Bendigo has chosen to adopt the following policies:

- Anti-discrimination
- Bullying
- Code of Conduct
- Health and Safety
- Privacy
- Risk Management
- Sexual Harassment

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).

PRIVACY STATEMENT—U3A BENDIGO

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's 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.*

U3A BENDIGO MEMBERS' INSURANCE SUMMARY

Policy: Group Personal Accident and Sickness (Voluntary Workers)

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 covered person suffers from a bodily injury, Insurance will pay the non-medicare medical expenses incurred up to the amount shown on the schedule against non-medicare medical expenses.

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 doctor's advice.

Attendance Sheets: Attendance sheets need to be completed and up to date. In the event of any injury or mishap, an injury report needs to be well documented and passed onto the U3A Bendigo Office immediately.

Trips Away: Day or multi day trips away as a members group of U3A Bendigo, are required to notify the 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

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ONLINE STUDY

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 Helen Reeves or Wilf Savage 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. There is no cost to you for this. Once registered you will have access to courses.
2. By directly registering online at <http://www.u3aonline.org.au> and receiving your own user name and password - these will be emailed to you. There is a cost of \$25.00 for a U3A member to join, \$5 for a tutored course and free download of lecture notes for courses without a leader.

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 2018 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, Helen Reeves, 5447 4705 or helenru3a@gmail.com or

President, Wilf Savage, 5442 1437 or wilfsav@westnet.com.au or

Membership Management, Jill McArthur, Ph: 0427 493 294

NOTES FOR NEW MEMBER APPLICATION FORM

When you complete the Membership Application Form, we hope the following information will help you. If not, please contact us and we'll help you.

I have knowledge in . . . Please list areas you have some experience in, whether as a hobby or as an occupation. It is useful to know something about the interests, expertise and/or qualifications of our members.

I could help with . . . U3A is run entirely by its members. It is totally dependent on people volunteering their services at all levels – teaching, administration, publicity, bookkeeping etc. There are many ways in which members can contribute to their U3A – here are a few suggestions:

- sharing your interests, expertise, enthusiasm with others by running or assisting with an activity or running a short course
- running an ongoing course or activity in an area of interest
- helping with catering
- occasionally giving a lift to members who don't have transport
- joining our welfare group
- helping with photography
- helping with publicity
- assisting the technology group
- offering occasional assistance with monthly social meetings
- helping with the monthly trading table
- helping with the library

Please let us know of any area where you feel you could lend a hand.

Please note – While membership is dependent on the Committee's approval of your application, we are happy for you to join any group or class pending the next Committee meeting. Current classes are listed in the BUZZ. All you have to do is:

- contact the Convenor (group leader) and say you are joining U3A – or
- come along to the monthly social gathering, (dates listed in the BUZZ) where you can hand in the application form, pay the subscription and meet class Convenors all at the same time.

Members should also note that receipts are incorporated into their yearly badges: they are not mailed out to members. When you receive our newsletter, the BUZZ, you will know you are a member.