

# Course Coordination Working Group

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The role of the U3A Castlemaine Course Coordination Working Group is to:

- Liaise with prospective course and activity leaders about all aspects of tutoring with U3A Castlemaine;
- Liaise with course leaders about any issues which arise during the year;
- Schedule classes – both short and on-going;
- Upload course details to the MyU3A database;
- Publish details in the annual *Course Prospectus*;
- Assist in organising enrolment to courses;
- Schedule new classes as they occur during the year;
- Organise occasional meetings and workshops;
- Organise promotion of new courses in newsletters;
- Contribute to the identification of accommodation for classes;
- Assist in the use of the MyU3A database system;
- Report to the Committee of Management on a monthly basis.

Updated January 2017

