

Guidelines for Awarding Early Enrolment Privileges

1. Introduction

The Glen Eira U3A Committee of Management has reviewed the impact of early enrolment privileges on members' ability to access courses, particularly those in high demand.

These guidelines aim to balance recognition of member contributions with fair access to enrolment opportunities for all members.

2. Purpose

The purpose of these guidelines is to establish a fair, transparent, and consistent process for allocating early enrolment privileges.

3. Eligibility criteria

Members will be granted early enrolment privileges where they make a substantial and ongoing contribution to Glen Eira U3A in one or more of the following areas:

3.1 Committee and Leadership Roles

- Members serving on the Committee of Management
- Members in recognised leadership roles (e.g. Course Coordinator, Office Coordinator/Manager)

3.2 Tutors

- Primary Tutors who deliver courses for a substantial period (e.g. at least half a semester, typically around 10 sessions)

3.3 Office Volunteers

- Office Volunteers providing regular administrative support with a minimum of 40 hours per year, or as determined by the Office Coordinator/Manager

3.4 Special Projects and Technical Support

- Members contributing significant time and expertise to approved special projects or technical support roles (a minimum of 40 hours per year)

4. Second Tutors

Upon application, Second Tutors who make a significant contribution to course delivery will be considered for early enrolment privileges.

4.1 Application Process

- The Primary Tutor will submit a written application to the President or Secretary.

4.2 Application Requirements

Applications should clearly describe:

- The Second Tutor's role and responsibilities
- The nature of his/her regular weekly tasks
- The extent of preparation required (normally exceeding 30 minutes per week)

4.3 Assessment

Applications will be assessed on a case-by-case basis by the Executive Team of the Committee of Management, having regard to fairness, consistency, and alignment with these guidelines.

4.4 Review

If an application is unsuccessful, the Second Tutor may request a review by submitting a written request to the President or Secretary.

5. Policy Review

The Committee of Management will review these guidelines periodically to ensure they remain fair, clear, and aligned with the organisation's values and operational needs.

Any changes to eligibility criteria or thresholds must be approved by the Committee.