

## **U3A Hawkesbury Inc. MEMBER'S RESPONSIBILITIES**

- Members are encouraged to participate fully in all course activities in order to get the most value and enjoyment from their membership.
- Members are reminded that our U3A year is from February to November. Unless otherwise advised, classes run for the whole year and are conducted through school holidays.
- Class enrolment does not carry through to the following year; Class Enrolment Forms are to be completed yearly to ensure a place in a class.
- Keep the duplicate copy of the Class Enrolment Form as a record of your chosen classes and the venues in which they are held.
- To enrol in another class during the year only requires a phone call to the office.
- As all Tutors and Convenors volunteer their time it is expected that an apology will be given to the Tutor if you are unable to attend a class.
- A member's name may be taken off the role after three consecutive weeks of non-attendance without an apology. Where there is a waiting list for the course, the next person on the list will be offered the vacant place in the course.
- Contact the relevant Tutor or the office if you decide not to continue in a chosen class.
- Monthly Newsletter, Class Calendar and Tutors' Contact List is sent for your information. These are also available to read and download on the U3A Hawkesbury website. Please contact the office if you do not receive these.