

U3A HBW CONVENOR SUPPORT SUB-COMMITTEE at 25 OCT 2023

Sub-Committee Chair	Ruth Patching members@u3ahbwilli.org.au
Sub-Committee Members	<ul style="list-style-type: none"> • Clara Brack • Jan Williams
Terms of Reference	<p>In conjunction with the Activities Sub-Committee, encourage members to become convenors in the Hobsons Bay Williamstown U3A</p> <p>Support the capacity and skills development of new and on-going convenors in line with vision and mission of Hobsons Bay Williamstown U3A</p>
Key tasks/duties	<ul style="list-style-type: none"> • Liaise with Activities Sub-Committee to encourage members to convene new or duplicate activities • Arrange training for convenors in Facilitation and Interpersonal Skills • Arrange training for Convenors in using UMAS • Liaise with Activities Sub-Committee to support convenors to commence activities • Provide on-going support to convenors via phone and email in relation to practical, personal and inter-personal issues that arise • Report to Committee on Convenor Support Sub-Committee role
Key Timelines (<i>any specific dates related to key tasks</i>)	<ul style="list-style-type: none"> • Aug/Sep-recruitment drive for members to become Convenors the following year • Sep/Oct-Support new and continuing convenors to develop skills as needed for their activities • Feb/March- Support new and continuing convenors to develop skills as needed for their activities
Available RESOURCES templates/websites	<ul style="list-style-type: none"> • Draft doc: What does a convenor do and what support is available? • U3AHBW website sections: About Us; FAQs
External Contacts (<i>names, email, phone etc</i>)	Education Program Manager, U3A Network Vic epm@u3avictoria.org.au
Expertise	Ruth has previous experience as U3AHBW Course Coordinator. It is her 2 nd year on the U3AHBW Committee.
Time Commitment and operation of Committee	Ongoing operation. Time commitment will be variable and at highest level Aug-Oct and Feb-March each year.