



U3A in Toowoomba Inc.
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POLICY FOR COMMUNITY ENGAGEMENT

Preamble

U3A in Toowoomba Incorporated (hereinafter referred to as “U3A Toowoomba”) needs to ensure that all community activities involving members representing U3A Toowoomba are undertaken in accordance with both the Strategic Plan and Code of Conduct of U3A Toowoomba.

1. Purpose

The purpose of this policy is to provide clear guidelines for tutors / members so as to eliminate any confusion that may arise from requests for community involvement and/or provision of tutelage.

2. Scope

The scope of this policy includes all activities or engagements by or on behalf of U3A Toowoomba in the broader community.

3. Policy

- 3a. U3A Toowoomba, as an inclusive organisation, seeks to foster positive interaction with the community in which we live as an enhancement to skills taught in class, as an entertainment / educative experience to the seniors in our community and as an act of good citizenship.
- 3b. Such interactions may involve, but are not limited to, entertainments at aged care facilities, recitals at funerals and provision of recitals, demonstrations, displays and general assistance at festivals, fetes and other community functions.
- 3c. Approval for said activities is to be obtained from the Management Committee via Office Administrator (email: u3atoowoomba@bigpond.com)

- 3d. Insurance coverage for said events only extends to those engagements approved by the Management Committee.
- 3e. Tutors / members, whilst engaged in such activities, should conduct themselves in accordance with the U3A Toowoomba's Strategic Plan and also the Code of Conduct.
- 3f. As a not for profit community-based volunteer organisation, U3A Toowoomba cannot accept payment for any such activities. However, the provision of refreshments to members is acceptable as are any voluntary donations to U3A Toowoomba.
- 3g. U3A Toowoomba is not a registered training organisation under the relevant act, and therefore is legally precluded from conducting training for, or providing tutors to, third parties. Tutors are at liberty to come to their own private arrangements with such parties, but it can not be done under the auspices of U3A Toowoomba or be covered by U3A Toowoomba insurances.

4. Procedure

- 4a. Tutors / members need to be aware that U3A Toowoomba is not a registered training organisation under the act and cannot accept fee for service. Anything other than this is beyond the remit of U3A Toowoomba. U3A Toowoomba accepts that tutors / members are free to make private arrangements, but not under the auspices of U3A Toowoomba.
- 4b. Approval for engagements with the community needs to be obtained from the Management committee. Once approved, U3A Toowoomba members involved will be covered by U3A Toowoomba insurance. Activities that are ongoing or regular need only do this for the initial occasions and any prior approvals shall be carried over.
- 4c. Any queries regarding functions, either ongoing or one-off, shall be referred to the Management committee.
- 4d. Tutor/members are urged to acquaint themselves with U3A Toowoomba's Strategic Plan and Code of Conduct with a view to expected behaviour and as the arbiter of any queries / disputes.

Approved by Management Committee on 4 September 2019