



NUNAWADING
UNIVERSITY OF THE THIRD AGE

Volunteer Opportunities at U3A

As a wholly volunteer organisation, U3A relies totally on its members taking their turn to step up and offer their time to help us keep operating smoothly.

If you would like to become more involved, you might like to consider one of the following ways in which you can participate in the running of U3A Nunawading.

Email us at admin@u3anunawading.org.au to indicate your interest or call us on (03) 9878 3898.

Lock-up one day a week

At the end of each day, someone needs to check on each of the rooms we have used that day to ensure lights, air-conditioners and heaters are turned off, all windows are closed and doors are locked. This usually takes 30 minutes to an hour and would suit someone who is enrolled in a class that finishes around 3pm. As some of the buildings we need to check are Jaycees Hall, Building 14 and the Seniors Hall, we would prefer our male members to take on this type of role.

Office Volunteer

We have a growing number of members offering to help on the front desk, doing one or two half-day shifts per month. However, during the winter months we do find quite a few of our office volunteers go on holidays and it is often rather difficult to fill these vacancies. If you like meeting people and would like to learn a little more about how the front office operates, this might be the role for you.

Committee of Management

The Committee is responsible for all aspects of our operation. It meets once a month and various members have specific roles such as duty in the front office, newsletter editor, convenor of special events, grants officer, course administration, oversight of IT and AV equipment, office volunteer co-ordinator, database administrator, computer centre convenor, and of course, the elected office bearer roles of president, vice president, secretary and treasurer.

The Committee is elected at the AGM, so if you are interested in finding out a bit more about how it operates, please contact the President by email at president@u3anunawading.org by phoning 9878 3898 or in person at the Silver Grove office.

Social Committee

This committee organises a range of highly successful events for members throughout the year such as a film afternoon, the Melbourne Cup luncheon, themed afternoon teas and fashion parades.

Communications and Publicity

The C&P Committee is responsible for communicating with members and the broader community through our newsletter and website, as well as participating at community events such as the City of Whitehorse Spring Festival and the Seniors Week launch at Federation Square.

Class Leaders

Without these generous members we would not have any classes to offer. If you have a skill or special interest you would like to share with members, please talk to our Course Administrator, Elsie Mutton. We are always looking for new and interesting ideas for classes.

Other volunteer roles

Members also help with filing, purchasing our tea and coffee supplies, assisting the Treasury function, and helping out in January with the running of our Summer School.