



**NUNAWADING**  
UNIVERSITY OF THE THIRD AGE

## VOLUNTEER OPPORTUNITIES

U3A Nunawading is a wholly volunteer-run organisation relying totally on its members for its successful operation.

If you are interested in becoming a volunteer, here are some of the ways in which you may like to become more actively involved:

### Reception Desk Volunteer

Reception Desk Volunteers are the first point of contact for our members and the general public when visiting U3A at the Nunawading Community Hub. This group of volunteers respond to inquiries at the Reception Desk and over the phone. If you like meeting people and have good administrative skills, this might be the volunteer role for you. Most Reception Desk Volunteers work one half day shift per month during term. For more information, please email the Secretary at [admin@u3anunawading.org.au](mailto:admin@u3anunawading.org.au).

### Committee of Management

U3A Nunawading's Committee of Management is responsible for all aspects of our operation. It meets monthly and various members take on specific roles such as Office Duty, Communications, Course Administration, Risk Management, IT & AV Support, Systems Administrator, Events Co-ordinator, and the elected roles of President, Vice President, Secretary and Treasurer. Members of the Committee of Management are elected annually. For more information, please email the President at [president@u3anunawading.org.au](mailto:president@u3anunawading.org.au)

### Class Leader

We are always looking for new and interesting ideas for classes, most of which are held weekly during school term. If you have a skill or special interest in a particular subject area you would like to share with others, please email the Course Administrator at [coursec@u3anunawading.org.au](mailto:coursec@u3anunawading.org.au)

### Communications & Publicity Committee

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. For more information please email the Vice President at [vicepresident@u3anunawading.org.au](mailto:vicepresident@u3anunawading.org.au)