U3A BROADBEACH INC.

POSITIION DESCRIPTION – TUTOR MANAGER

The Tutor Manager is the primary contact person for tutors and activity leaders. The responsibilities of this role are:

- Maintain contact with tutors to ensure that information about where, when and how their activities are run is up-to-date
- In collaboration with the Webmaster, ensure that current information regarding classes and activities is reflected on the U3A Broadbeach website
- In collaboration with the Data Administrator, at the beginning of each new year, or when a new class commences, arrange for tutors to receive a list of members who have signed up to their activity/course along with any relevant information
- Maintain the accuracy of the Tutors' Information Kit and ensure this is made available to all tutors
- Organise an information session for tutors at the beginning of each new year, and at other times as appropriate
- Be a point of contact for any tutor who has an enquiry and refer them on the appropriate person or source of the required information

Note that this role does NOT include sending emails on behalf of tutors to their classes. It is the tutor's responsibility to maintain contact with those attending their classes and to keep the Tutor Manager informed of any changes to the time or venue of their activity.