

Policy Guideline – Gifts to Tutors and Speakers

Introduction

To recognise the contributions made by its volunteers and guest speakers, Bayside U3A may at any time it deems to be appropriate, make an award, provide a gift or gratuity.

Purpose

The purpose of this policy is to establish Bayside U3A's key principles and procedures to effectively manage the allocation of gifts to volunteers and guest speakers.

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Recognition of Volunteers:

1. Members who have volunteered during the year will be eligible for priority enrolments in classes for the following year based on the number of hours the member has contributed.
2. Priority will be determined by the higher number of hours worked and will be reviewed by the Course Co-ordinator.

Recognition of Tutors:

1. Tutors who have presented during the year will be eligible for a gift based on the number of classes they have taken.
2. The gift will be determined by the number of classes the tutors have taken including whether it is on a weekly, fortnightly or monthly basis and over one or more terms.
3. The gifts will be determined by the Course Co-ordinator with the approval of the Committee of Management.

Gifts to Guest Speakers:

1. Guest presenters who are not members of Bayside U3A may receive:
 - A gift or donation to the organisation they represent or a donation to the charity of their choice. This will be presented at the end of the presentation by the lecture nominee. Gift or donation recipients will include those presenting at the Speaker's Programme or other major social event.
 - Presenters who are representing an organisation as a paid employee will not be eligible for a gift or donation.
 - The value of the gift or donation will be determined by the Committee of Management on advice from the co-ordinator of the presentation.

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- For public presentations where the speaker is eligible for a gift, the organiser will request a gold coin donation to cover the cost of the gift or donation.

Procedures

1. Prior to class enrolment each year, the Course Co-ordinator will review the contributions made by volunteers including hours worked and allocate priority to their preferred classes.
2. Prior to the end of each education year, the Course Co-ordinator will compile a list of tutors and gifts based on their contribution over the year. The Course Co-ordinator will recommend an appropriate gift (eg book vouchers of different values) and will present these to the Committee of Management for approval.
3. The organisers of any guest presentations will determine the appropriate gift or donation to be given to the guest speaker if applicable.
4. The Committee of Management will approve the gifts to tutors when presented by the Course Co-ordinator.
5. The Treasurer shall record in the accounts any financial outlays associated with any gifts or donations approved by the Committee of Management.

Responsibilities

1. It is the responsibility of the Committee of Management to:
 - Approve gifts to be made to tutors and volunteers
 - Approve gifts and donations to be made to guest speakers and determine the amounts
 - Establish, implement, publicise and review this policy
2. It is the responsibility of the Course Co-ordinator to
 - To determine priority enrolments for volunteers
 - To prepare lists of tutors to receive end of year gifts and their value

Related Policy Guidelines

Course and Class Management
Financial Management