

Class Secretaries

The Class Secretary has three main roles.

1. Class Rolls:
 - Record attendances and absences.
 - Inform class members of events and information from either the Centre or the tutor.
2. Rosters
3. Ensure the room is left in a clean and tidy state.

Class Rolls

Everyone who attends a Kalamunda Community Learning Centre class must be enrolled so that they are covered by our insurance. This includes full-time and casual members.

Duties

- Collect the class roll from the KCLC Reception Desk at the beginning of each session and return it at the end of the session.
- Complete the roll at the beginning of each session.
- Collect and hand out any information sheets.

Recording Attendances

- Tick - present
- Ab – absent
- Ap – apology
- Pd – Casual ticket presented.
- V – if someone is visiting short term.

Casuals

All casual members must be enrolled in the class. Casual tickets, which need to be purchased from the KCLC Reception Desk, must be presented to the class secretary at the beginning of the session. Mark the class roll with 'Pd' and then tear up the ticket. Used tickets should NOT be kept and do NOT need to be handed in to the office. Cash payments must not be accepted.

Visitors

Visitors are welcome to join the class for one session. Write their name on the roll and record with a 'V'. Add their contact details to the bottom of the Contact List and record as a visitor.

This should only be used once. In following weeks, the visitor should enrol as Full-time or Casual (in which case they will also need to purchase a Casual Ticket).

Late Enrolments

Late enrolments will not be accepted this semester unless endorsed by a coordinator, in which case you will be informed.

If the member has not enrolled, refer them to the Reception Desk.

Emergencies

In case of a medical emergency, contact the Emergency Contact person and inform the KCLC office with the details.

Communicating with class members

Along with the Class Roll you will also be given a Class Contact List which contains the phone numbers, email addresses and emergency contact details of class members. It is imperative that members' contact details are not shared with others. Please ensure you have the permission of class members before using their emails in any capacity. When sending out a group message, attach the addresses as a blind copy (BCC).

Rosters

Establish a morning or afternoon tea roster.

Ensure all class members understand that they are responsible for the following when they are on the tea roster:

- Provide a plate of food to share and/or bring milk.
- Ensure that all dishes are washed in hot water and detergent, dried and put away.
- Check that the kitchen area is left in a clean and tidy manner.
- Milk is removed from the fridge.

All members of the class are responsible for assisting to set up and pack away. The room must be left in a clean and tidy state. If your class is of a nature where the floor needs to be cleaned at the end of the session, you may also need to establish a floor roster. Please note that there is a stick vacuum cleaner available at the office.