



# Class Secretary Manual

Semester 2  
2022

Please note changes to the instructions for recording attendance, Casual Tickets and Visitors.



# 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 during the morning tea, afternoon tea or supper break. You may have two rolls, one for full-time class members and one for casual members. Please fill each out as below.
- Collect and hand out any information sheets.

### Recording Attendances

- present - ✓
- absent - X
- apology - ap
- casual ticket presented - c
- visitor – v

### 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 'ct'. All used tickets **must** be collected and returned to Reception at the end of the class. 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'. They should also register and record their details in the Visitors' Book at Reception, prior to joining the class. This **must** only be used once. If the visitor wants to attend any further classes, they **must** first enrol either as Full-time or Casual (in which case they will also need to purchase a Casual Ticket).

## Late Enrolments

If a member attends your class and their name is not on the class roll and they do not have proof of enrolment (i.e., a copy of their online enrolment via their phone or printout or a blue slip from the office), please refer them to the Reception Desk. **Do not add names to the class list without authorisation.** (Even casual members must be formally enrolled.)

## 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.

## Pack away and clean up

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.

## Learning Centre Contact details:

- Email – [kclc@kclc.org.au](mailto:kclc@kclc.org.au)
- Webpage – [www.kalamundalearningcentre.org.au](http://www.kalamundalearningcentre.org.au)
- Office hours – 9.30am – 2pm