



Class Secretary Manual



Course Title: _____

Class secretary, please fill in your course title and sign that you have read this manual.

Semester One: Signature _____

Name: _____

Date: _____

Semester Two: Signature _____

Name: _____

Date: _____

Class Secretaries

The Class Secretary has four main roles.

1. Class Rolls: Record attendances and absences.
2. Rosters
3. Ensure the room is left in a clean and tidy state.
4. Inform the class of the Work Health and Safety requirements.

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 attendance roll. 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 – leave blank
- apology - ap
- casual ticket presented - C

Class rolls need to be returned to the office by 11.30 am (morning session) or 2.30 (afternoon session).

Tutor Attendance

Tutor attendance only needs to be recorded on the first page of the class roll.

If there are two tutors, record their attendance with two ticks in the attendance boxes. If only one is in attendance, record their initial letter in the box instead of a tick.

Ben Jones/Kay White ☒ ☒ ☐ B ☒ ☒ ☐ K ☐ ☐

Casuals

All casual members must be enrolled in the class, the casual list is attached behind the full-time class list. Casual tickets need to be purchased from the KCLC Reception Desk and presented to the class secretary at the beginning of the session. Mark the class roll with 'C'. All used tickets **must** be collected and returned to Reception at the end of the class.

NB Casual members paid \$30 at enrolment which entitles them to 3 casual tickets which are to be collected from Reception. Once these have been used, they will then need to purchase extra tickets.

Visitors

Not all classes are suitable to receive visitors. For those classes that are suitable a Visitors' Register has been included behind the normal class rolls. Visitors are welcome to join these classes for one session only provided the class is not full however they must first register at the reception desk and be issued with a Visitor's Pass. (If a class member has invited a guest to attend with them, they should have this approved by the tutor one week in advance.) When a visitor attends, record their details on the class Visitors' Register and collect their pass which is to be handed back to the reception at the end of the session. Do not add any names to the class roll. If the visitor wishes to attend further sessions, they will need to first enrol.

Support Workers

If a class member attends with a support worker who is not included on the class list, please direct them to the office to register.

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 blue slip from the office) or a Visitor Pass, 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

A Class Contact List is kept in the office. This contains the phone numbers, email addresses and emergency contact details of all class members. Secretaries are welcome to have a photocopy of their class list, however, this information is confidential, and 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.
- Ensure the room is left clean and tidy (e.g., the tables are wiped and the floor vacuumed if needed)

NB the person on the roster does not need to do all the above themselves, just ensure they have been done.

If you use the Class Roll to record the tea roster, please use a small T in the corner of the attendance box for the appropriate date.

Joe Smith ☒ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Alternatively, you can request a copy of the class roll for the tea roster.

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 and tables should be wiped. If your class is of a nature where the floor needs to be cleaned at the end of each session, you may also need to establish a floor roster. A stick vacuum cleaner is available.

Health and Safety

General: All members acknowledged the general Health and Safety requirements when they enrolled, these do not need to be read to the class.

Course Specific: Some courses have specific Health and Safety requirements (e.g. some craft courses). We request that the class secretary read these to the class at the beginning of the first session and ask all members to sign the acknowledgement form. Please follow up any members who were absent or who joined the class later.

Fire Drills and Evacuations

If the Centre needs to be evacuated, take your class roll with you and a pen. Once the class has congregated at the assembly point, call the roll and mark a tick next to that day's attendance box for each class member.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Once complete, report to the Fire Drill Co-ordinator. Make sure no one leaves by car. Mothers with children in the creche may then go to them.
A fire drill will be conducted each semester, but you will be given forewarning.

Learning Centre Contact details:

- Phone – 9293 2977
- Email – reception1@kclc.org.au
- Webpage – www.kalamundalearningcentre.org.au
- Office hours – 9.30am – 2pm