

## **Courses Committee Terms of Reference**

The Courses Committee (CC) is a formal committee of the Council. The CC considers the provision and cost of courses in the annual programme as well as those added to the programme after it is published. It is responsible for room allocations; the process is delegated to the Course and Venue Coordinator. The CC also monitors the standard of course tuition/leadership and any issues raised by course members and/or course tutors/leaders. It promotes the development of course tutors/leaders and provides an interface for them with the Council on matters relating to the programme of courses.

### **Membership**

The CC shall consist of the Director of Studies (Courses), Course and Venue Co-ordinator, and at least one other Council member. The CC shall be free to co-opt other U3AC members from time to time as may be required.

### **Meetings of the Committee**

The CC shall meet not less than 3 times a year. Meetings can be virtual or face to face. A quorum at each meeting shall be the Director of Studies (Courses) or, the other Council member, and at least 2 others.

### **Records of Meetings**

The CC shall ensure that the decisions, findings and outputs of meetings are minuted and reported to Council.

### **Attendance of Meetings**

At the Courses Committee's request or, as required by Council, non-members of the CC may be invited to attend meetings to enable wider consultation when necessary.

### **Functions of the Courses Committee**

1. To approve, within financial constraints, the annual programme of courses and any courses added to the programme after the programme is published.
2. To allocate rooms for courses with the process being delegated to the Course and Venue Coordinator.
3. To monitor the standard of course tuition/ leadership and take appropriate action when necessary.
4. To monitor and take action on issues relevant to the course programme raised by members and/or course tutors/leaders.
5. To support course tutors/leaders to provide courses/activities of a high standard.
6. To provide opportunities for new and experienced tutors/course leaders to meet with the Courses Committee to discuss topical matters.
7. To keep the Tutor/Course Leader handbook and any other standing advice for tutors/ course leaders up to date.

**Approved by Council: 3 October 2024**

**Next review date: October 2026**