

## **Tutor & Group Leader Guidelines**

### **Tutors and Group Leaders are expected to :**

- Ensure membership forms are completed for all students and the tutor and handed in to the office with money by 2<sup>nd</sup> week of term. Please keep a copy in your own file.
- Complete an Attendance/commission form each term, calculate the commission and pay it in by 2<sup>nd</sup> week of term.
- Tutors are expected to advise the Co-ordinator of any change in class schedule, i.e. change of times, extra classes, classes cancelled, workshops, absences, etc.
- If materials are supplied, receipts for all materials MUST be provided to the Centre.
- The area you use is not your own, it is everybody's, so PLEASE ENSURE IT IS LEFT IN A CLEAN AND TIDY CONDITION.  
If anything is moved, it must be replaced in its original position.
- Please attend general meetings and market days as often as possible.
- Market days are an opportunity for you to sell your craft, talk to potential students, get to know other tutors, and let the public know what happens at the Centre. You are encouraged to conduct catch-up classes and have workshops and demonstrations.
- Meetings are your opportunity to voice your opinions and have a say in the running of the Centre. Your input is very important, as the Centre is run by its members and is always in need of ideas, suggestions and assistance.

### **Code of Conduct**

- Treat others with respect, courtesy and consideration
- Treat the Centre, it's furniture, fittings and equipment with respect
- In the event of an emergency, call the appropriate service and monitor the situation until the ambulance, etc. arrives
- Keep noise to a minimum whilst other classes are operating