

GROUP LEADERS' GUIDELINES

TO FORM A NEW GROUP

Find out if there is interest in a new group – by discussion with members, promoting it at u3a monthly meetings and through the Newsletter – you can contact the editor at newslettertetburyu3a@gmail.com

Consider the aims of the group, how you can contribute, and what support you will need from others.

Agree the development of a new group with the Groups Co-ordinator who can provide guidance on starting a new group, including a list of venues. Contact the Groups Co-ordinator via the Committee page of the website tetbury.u3asite.uk

Provide a brief description of your group's aims to the Groups Co-ordinator who will arrange to add your group to the u3a website so that it is visible in the public domain.

CALLING AND HOLDING AN INITIAL MEETING

Once you have some interest from u3a members, you can call an initial meeting. Decide what you hope to achieve at the first meeting; prepare a short agenda of topics the group should discuss, including ground rules.

Check attendees are members of Tetbury & District u3a, or they are reciprocal members (i.e. members of other u3as within the Cotswold Link). Non-members may attend two meetings before they must join.

Decide the scope for your groups' activities, who will lead the group, who can provide support (e.g. provide refreshments or book venues), where to meet, frequency of meetings, and whether there will be a maximum number of members.

Publicise decisions made at the initial meeting and future decisions to all your group members.

RISK ASSESSMENT

Conduct a risk assessment for your group. This is a pre-requisite of our insurance cover. There are two simple templates to choose from, which should take no more than five minutes to complete. These can be found on the Groups page of the website tetbury.u3asite.uk at the Group Leader resources paragraph. One is a generic risk assessment for events which are held in members' homes, the other is for those held in external venues. This should be sent to the Groups Co-ordinator via the Committee page of the website.

RUNNING YOUR GROUP

The Beacon database is the preferred method of communication with your group via email. This meets Data Protection requirements, and members cannot see each others' contact details. The Groups Co-ordinator will arrange training on the use of Beacon, including setting up your group members and sending emails.

If you also wish to share phone numbers, email addresses or contact your group via WhatsApp, you should seek their permission first.

You may find it useful to keep a log book, to record items discussed, attendance and any costs or payments made.

Keep the Tetbury & District u3a website tetbury.u3asite.uk up-to-date, including your meeting schedule and venues – please contact the IT and Website support lead via the Committee page of the website to do this. You may find it more expedient to provide a generic schedule e.g. 'this group meets on the last Tuesday of each month'.

Inform the Groups Co-ordinator if your group is full and you have a waiting list – consider whether a second group can be formed. If you need more members, ask the Groups Co-ordinator to help publicise your group.

Contribute to the Newsletter by sending regular reports of your groups' activities, with photos, to the Newsletter Editor newslettertetburyu3a@gmail.com. Remember to confirm with group members that they are happy to have their photos taken for this purpose.

FINANCIAL

All groups must be self-funding.

Small expenses for venues, postage, log book, photocopying, etc may be recovered from the group.

Keep a simple in-and-out account of monies, and any receipts. Share with the Treasurer on an annual basis, if the balance exceeds £50.

Never open a bank account or put members' money into your personal account. If more expensive items or trips over £50 are planned, contact the Treasurer.

You can contact the Treasurer via the Committee page of the website tetbury.u3asite.uk

USEFUL INFORMATION

Group leader resources are available on our website tetbury.u3asite.uk at the **Groups** page. Our policies including Data Protection and Equality and Diversity may be found at the **About** page of our website.

Please let the Groups Coordinator know if you have any other venues which could be added.

THANK YOU for offering to be a group leader. Without you there would be no groups!