



Guide for Group Leaders 2016

Aberdeen

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Chairman and Groups Timetable Arranger

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Group Members

You will be given a list by the Treasurer early in each session which shows those who have enrolled and, if appropriate, paid to be in the group. You should challenge anyone who has not paid. You should also keep a register of attendance. You can then refer to this periodically to check if attendees have paid or to follow up if someone who has paid drops out. The register would also be used if an incident at a meeting requires investigation.

To comply with our insurance only members may attend meetings. Prospective members may attend one meeting to see if it is for them but must join thereafter.

Northern Arts Club

If you are using the Northern Arts Club (NAC), please liaise with the Groups Timetable Arranger over any schedule changes.

Remember we must give them 7 days notice of changes or we may be liable to pay.

As leader of a group using NAC you are provided with a key fob to the front door and one to the U3A storage room downstairs. Please ensure that both doors are securely locked on exit. The key fob should open the door from fifteen minutes before the booked time.

If your key fob does not open the door and you are sure that it is within fifteen minutes of your booked time please call **07510 321465** or **07874 750609** and request assistance. You can also call this number if you do not have your key fob but this will cost U3A £10.

All members of your group must sign in on arrival and out on departure. You should not leave the door unlocked. Arriving members should press the door button for the Ground Floor and be admitted by the entry-phone button in the room. Please endeavour to

conclude your meeting by the booked finishing time and usher out all your members shortly thereafter. When your group has left please check that all members have signed out. Please remember that once you have left you will not be able to return so please ensure that all windows are closed and all belongings taken out.

Please familiarise yourself with the NAC Emergency Exit Procedures, (copies available at NAC or from the Groups Coordinator).

Equipment for Groups' Use at NAC.

The following equipment is available to all groups for use:

- Digital projector and cable connectors VGA - VGA and VGA – HDMI (may also be needed for Aberdeen U3A monthly meetings)
- Extension leads
- Laptop computer, wireless mouse, remote pointer
- Table top screen
- Flip chart easel and whiteboard markers
- CD/Cassette tape player

Please return any equipment used to the locked storage room downstairs.

If there are any problems with using Aberdeen U3A equipment, please contact the Groups Coordinator in the first instance who will pass the issue on to other members of the committee as appropriate.

U3A provides a supply of tea/coffee for members' refreshment. Please obtain this from the locked storage room and return it there after use. This supply is replenished on an ad hoc basis. If you notice it is low and buy some more please claim this on expenses. Cups and teaspoons may be used. These should be returned unwashed to the work surface above the dishwasher in the small scullery downstairs as indicated by the notice on the wall there.

Please use the dumb waiter lift to avoid any damage or injury in carrying items up and down the stairs.

Copyright

The Aberdeen U3A pays for an annual Copyright Licensing Agency (CLA) licence which allows multiple photocopies from books, journals and magazines. Extracts can be up to 5%, one chapter or one article, whichever is the greater.

N.B. It does not allow multiple copies of maps, charts, newspapers or printed sheet music including the words.

Information about licences is contained in Advice Sheet 10 from the Third Age Trust. This is one of a large number of advice sheets and other documents available on the main U3A website (see below under [Website](#)).

Expenses

If you have expenses authorised by the committee (or you have had to top up the refreshment supplies at the Northern Arts Club), please complete an expense form and hand it to the Treasurer.

Accidents and Incidents

If there is an accident or incident, please complete a form and give it to the Groups Coordinator. This is particularly important if it could result in an insurance claim, but in any case any incident needs to be known about by the committee so that measures can be taken to avoid a future occurrence.

Website

Group Leaders are provided with editing access to their group's web page on the U3A Site Builder. Please promote your group there and keep it up to date.

If you do not have an access password or have not received the instruction sheet please contact the Webmaster. For help or advice please contact the Webmaster or Groups Coordinator.

The **Aberdeen U3A website** is:

<http://u3asites.org.uk/code/u3asite.php?site=85&page=0>

The **Aberdeen U3A Information for Group Leaders website** is:

<http://u3asites.org.uk/code/u3asite.php?site=85&page=51991>

The **U3A Site Builder** can be accessed at:

<http://u3asites.org.uk/code/index.php>

The **Third Age Trust website** is:

<http://www.u3a.org.uk/>

Please have a look. It is easy to register as a member, if you have not already done so, and browse the support available.

U3A Forms

The following forms are available from the Information for Group Leaders sub-page on the Aberdeen U3A website or the Groups Coordinator.

U3A Expense Claim Form 2015

This is the Aberdeen U3A form for use when claiming expenses.

U3A Accident Report Form

This is the standard U3A form for recording and reporting accidents.

U3A Register for Group Style1

This is a form for registering attendance at group meetings.

You may use this form to keep a register of attendance or any sheet on which you can compile the same information.

U3A Register for Group Style2

This is an alternative layout for the form for registering attendance at group meetings.

Third Age Trust Information Documents

There is a wealth of information available from the Third Age Trust website. This includes but is not limited to:

- **Code of Conduct for U3A Trustees – Scotland**
- **Info for Treasurers January 2014**
- **Insurance January 2015**
- **Interest Groups**
- **More Time to Learn**
- **U3A and You**
- **U3A Walk Leader Checklist 2010**

If you need help to access or obtain these documents please contact the Groups Coordinator.

Please note that the term Group Convenor is sometimes used by the Third Age Trust instead of Group Leader.

Third Age Trust Advice Sheets

The following specific advice sheets are also available from the Third Age Trust website.

- 01 – DISABLED MEMBERS 2014**
- 01a – HELPING U3A MEMBERS WHO ARE HARD OF HEARING**
- 03 – GIFT AID 2014 – WEBSITE**
- 04 – AGMS**
- 05 – DATA PROTECTION**
- 06 – SORTING OUT PROBLEMS**
- 07 – ORGANISING RESIDENTIAL SCHOOLS**
- 08 – SOCIAL EVENTS & TRAVEL 2014**
- 09 – USE OF U3A TRADEMARK**
- 10 – LICENCES**
- 11 – INDUCTION FOR NEW TRUSTEES**
- 12 – WAITING LISTS**
- 13 – STANDING ORDERS**
- 14 – GROUP LEADERS 2014**
- 15 – SHARED LEARNING PROJECTS**
- 17 – CLOUD COMPUTING**