



Aberdeen

Guide for Group Leaders/Main Contacts

March 2020

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Roles Referenced in this Document

Chairman - Tom Syme

Groups Coordinator - Florence Cal-Anglia

Treasurer - Joyce McAdie

Website manager - Enid Knutton

To contact any of the above, please use the telephone numbers listed in the most recent newsletter or news sheet, or send a message via the contact page on our website.

Data Protection and Data Privacy

To ensure that Aberdeen U3A complies with Data Protection regulations, all Group Leaders and Main Contacts must sign a form agreeing to the following statement, "I confirm that I have read the Aberdeen U3A Data Protection Policy and the Aberdeen U3A Privacy Policy and agree that I will handle all personal information of Aberdeen U3A members in accordance with those policies."

When standing down, all Group Leaders and Main Contacts must sign a form agreeing to the following statement, "I resign as an Aberdeen U3A Group Leader/Main Contact and confirm that I have destroyed all members' personal data in my possession provided to me by Aberdeen U3A."

These forms are available from the Groups Coordinator.

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 needs investigation.

To comply with our insurance, only U3A members may attend group meetings. Prospective group members may attend one meeting to see if it is for them, but must join the group thereafter.

Northern Arts Club

If you are using the Northern Arts Club (NAC), please liaise with the Groups Coordinator over any schedule changes. **Remember** we must give them 7 days' notice of changes or we may be liable to pay for the cancelled session.

As leader or main contact of a group using NAC, you are provided with a key fob to the front door and a key to the U3A storage cupboards in the ground floor hallway. Please ensure that both the cupboards and the front door are securely locked on exit. The key fob should open the front door from fifteen minutes before the booked time.

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. Remember that once you have left, you will not be able to return, so please ensure that all windows are closed, lights are switched off, and all belongings taken out.

Please familiarise yourself with the NAC Emergency Exit Procedures – a copy is sent with this guide or can be obtained from the Groups Coordinator or secretary.

If you have any problems while using NAC which you think may require maintenance work, please record these on the “maintenance register” posted on the NAC notice board.

Aberdeen U3A 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
- Electric Kettle

Please return any equipment used to the cupboard in the ground floor hallway. 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.

Any additional electrical equipment brought into the Northern Arts Club before the next due PAT testing date (August 2020) should be brought to the attention of the responsible NAC committee member, Mr Peter Rattenbury, for a visual check, and for electrical continuity and earth resistance testing, so that it can be added to the register.

U3A provides a supply of tea/coffee and sugar for members' refreshment. Please obtain this from the locked cupboards and return it there after use. The group leader for Mah Jong has volunteered to keep up supplies so if you notice any items are running low, please let her know. NAC cups and teaspoons may be used, and these should be washed and returned to the cupboards in the ground floor room. Only the U3A kettle may be used to make hot drinks using U3A tea/coffee. NAC provides a machine which dispenses a variety of hot drinks for a small charge (currently 20p).

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.

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

Information about copyright is available from the Third Age Trust. See “Third Age Trust Information” below.

Expenses

If you have expenses authorised by the committee (or if you have had to top up the refreshment supplies at the Northern Arts Club), please complete an expenses form and hand it along with all receipts 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 any incident needs to be known about by the committee so that measures can be taken to avoid a future occurrence.

Website

Group Leaders and Main Contacts are provided with editing access to their group's web page via the U3A Site Builder. Please promote your group there and keep it up to date. The instruction sheet is included in this document at page 6. If you do not have an access password, please contact the Website Manager. For other help or advice, please contact the Website Manager or Groups Coordinator.

The **Aberdeen U3A website** is:

<http://u3asites.org.uk/aberdeen/welcome>

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 from the Groups Coordinator.

U3A Expenses Claim Form

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

There is a wealth of information available from the Third Age Trust website. Some of it is only available to registered users, but this is free and easy for U3A members. Having logged in, there is a drop down menu under the heading "Advice", which contains information of use to Group Leaders and Main Contacts, especially under the sub-heading of "Supporting Your Members". Please note that the term Group Convenor is sometimes used by the Third Age Trust instead of Group Leader or Main Contact.

Appendix 1 Group Leaders' Web Access

You have been or are about to be given a login name and a password which enable you as a Group Leader to access the Aberdeen U3A website for your group's page.

This means you can enter the page and enter your own information. It also means people can contact you from the website. **They are not however given your email on the site. They contact you by your role i.e. group organiser.** If you encourage members with email to use the site you should find this a very useful vehicle for communication with your members.

Access to the site with your login name and password is easy:-

Go to the U3A site builder link on Aberdeen U3A Groups Page, this takes you to

- U3Asites.org.uk
- Click on "Login and edit"
- Enter your login name in the upper space
- Enter your password in the lower space
- Click on 'Edit my U3A Site'
- You will then find your page opens showing existing information. If you click on 'Edit this group's page' you can choose what to put in. There is no choice of font and very little choice of editing but there is a help page (use the panel on the left)
- Click on 'Save this group date'

Do use your page as fully as you are inclined: put in pictures or other visuals so long as you observe Copyright Law. If you wish further advice on this ask me.

It is far easier than it sounds here. Have a try as soon as you get your password

Please note that where you are invited to edit your page, there is also an invitation to 'Remove this group'. **DO NOT CLICK ON THIS AS, ONCE DONE, IT IS IRREVERSIBLE** and all information on the page is lost!

WHEN ENTERING INFORMATION PLEASE OBSERVE THE FOLLOWING:

Never put any personal information (address, email, telephone numbers) on the web. Members of your group and anyone in the world will be able to send you a message which you will recognise by 'U3A Enquiry'.

Do not give your login word and password to anyone else. If you want a second person to use the site this is possible but I would like to know and give them another password.

