

Bishop's Cleeve u3a

Group Leaders' Information Pack

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1. Role of a Group Leader

- Please ensure that you keep details of your interest group updated on both Beacon & the website (see below). Once you become a group leader, you will receive a password for both online systems.
- If possible, find a member of your group who can act as a joint/assistant/deputy to assist you & provide backup in your absence.
- Be prepared to ask a group member to write a brief report on any interesting or newsworthy activity of your group for publication in The Clarion or even Third Age Matters (the national magazine).
- You should attend the annual Group Leaders meeting in February/March or send a deputy or representative. This is an opportunity to share & compare experiences, discuss issues, & make requests or recommendations for your u3a Committee.
- To attract new members, the u3a gazebo will be set up at village events during the year. Group Leaders will be asked if they can help out to promote both their groups and the u3a.
- You should supply details of your group meetings (frequency, dates, numbers etc) to the editor of the Clarion by the deadlines for any given edition, plus any vacancies in the group at that time.
- If you need to hire a room for your group to meet in, or raise money for other purposes, please read the Group Finance Guidelines and contact the Treasurer for any further advice.

- To ensure that your group & activities are covered by the u3a's insurance, you should ensure that the Group Coordinator has an up to date Risk Assessment form completed by you. Some groups visiting different venues may need to undertake a separate risk assessment for individual visits. Please feel free to seek advice from the Group Coordinator if in doubt.
- Try to coordinate your group activities when setting up meetings, tutors or guest speakers & avoid unnecessary clashes with other meetings – your Group Coordinator can help with this.
- Keep an attendance record of members at each meeting. Only “paid up” members are entitled to attend, & in extremis you may request to see a current membership card, especially at the start of the u3a year. You may need to remind group members of the need to renew their membership – some folk simply forget to do so!
- Non u3a members may attend one “taster” meeting as a visitor – the monthly Open Meeting counts as one group for these purposes. A member of another u3a may attend as a member of your group at no additional cost provided they do not attend any other group in Bishop's Cleeve u3a, in which they should be referred to the Membership Secretary for a small additional payment
- Ensure that new members are welcomed & introduced to the group. At meetings held in members' homes, those attending for the first time should be asked to bring along their membership card for security purposes.

2. Potential Problems

- Group leaders may well have very high expectations. Groups will ideally be arenas for mutual teaching & learning, but this will not happen within all groups or on every occasion you meet!
- Bear in mind that you are providing a learning situation where each member is encouraged to contribute as much as they are able at the time, but to feel comfortable if their contribution is minimal but enthusiasm high.
- If you do have a problem with your group, please feel able to seek advice & support at an early stage if required. Solutions will vary according to the type & dynamic of each group, & often trial & error can bring success!
- The first place to look for a solution is within the group itself – it is usually not the group leader who has the problem, but the group. Talking with & listening to members can be helpful in identifying concerns, & all members should be encouraged to discuss how they feel.
- Where issues persist, please seek help from the Groups Coordinator, who can – where necessary – in turn seek advice from the Committee.

3. Beacon for Group Leaders

- Beacon is a secure online database which contains details of all current & recent members. In order to comply with current legislation, it is necessary for this to be kept in a separate password-protected place, as it contains sensitive data.
- Group Leaders will have their own password which allows them to access only members of their own group.
- The system provides tools to manage groups without the need to keep separate, possibly insecure & inaccurate lists & details of members.
- On your “Groups” page within Beacon, you can readily add members to the group, manage waiting lists, & check that all your group members are fully paid up u3a members.
- Group leaders can securely & more simply send emails to all group members.
- A separate document giving instructions for group leaders in accessing Beacon is available at the back of this document. If you find difficulty in accessing or using Beacon, the Beacon Administrator will be happy to offer a “hands on” tutorial to show how the system operates.

4. Bishop's Cleeve u3a Website

- All our current interest groups are displayed on the Groups page of our website. This list is maintained by our website editors, is a principal means of advertising the wide ranging activities the u3a can offer, & shows who we are & what we do.
- Each group can have its own subpage, which can include a summary of group activities, meeting times & venues, & the facility for potential members to contact you direct from that page (without them seeing your email address unless you then reply direct from your own address).
- It is important that you update details on your group page whenever you update them on Beacon, so that both systems display the same information. You can also add pictures of your group activities plus full details of forthcoming meetings if you wish.
- The Bishop's Cleeve u3a Website team can do this for you, but with a little training, any group leader or group member can be enabled to maintain their own page – an excellent way to showcase your group.

5. List of Interest Groups (21 February 2023)

[Open Meetings with speaker – 3rd Monday of the month at Woodmancote Village Hall, 2.15 – 4 pm with free refreshment after the talk]

Groups List - dialling code is 01242 if not stated.

Check our Groups webpage – <https://u3asites.org.uk/bishops-cleeve/groups> for groups with current vacancies.

Amblers - Friday Weekly Friday 2 pm Mara Ciolfi 07884969680	Amblers - Wednesday Weekly Wednesday am Mara Ciolfi 07884969680	Archaeology Ad hoc basis Alan Bulley 677824
Art - Painting and Drawing 1st and 3rd Wednesday 2 – 4 pm Rosemary Pullin 321983	Art Appreciation 3rd Tuesday 2 – 4 pm Brenda Bentley 676632	Arts & Craft 1 3rd Wednesday 10 – 12 pm Pam Levermore 678276
Arts & Craft 2 1st and 3rd Wed 10 – 12 am Sue Brisk 674006	Book Circle 1 1st Wednesday 2 pm Lyn McCaffrey 07464 405595	Book Circle 2 3rd Thursday 10 am Stella Caney 676143
Book Circle 3 4th Wednesday 2 pm Ros Flaxman 674284	Book Circle 4 4th Wednesday 2 pm Marguerite Habgood 678973	Book Circle 5 2nd Tuesday 3pm Mel Harris (see u3a website)
Bridge 1st & 3rd Tuesday 2.30 pm Dave Atkinson 674169	Cinema Ad hoc basis Ann King 698497	Coffee, Chat and Walk Alternate Monday mornings Rose Hawkins 01694 301668
Coffee and Chat 2 2nd and 4th Tuesday am Susan Richardson 7587155214	Coffee and Chat 3 2nd Thursday am Various venues M Harris 672315/07742674587	Coffee and Chat 4 4th Monday 11 am Brenda Bentley 676632
Coffee and Chat 5 1st Wednesday am Sally Ferrers 679551	Computer Buddies Ad-hoc sessions to suit Jenny Mackelworth 602286/ Mel Harris 672449	Country Dancing 2nd Monday 2 – 4 pm Sue Weir 673544
Economics Every three weeks Wed 10.30 am Tim Powell 6769119	Family History 4th Friday am Wendy Stow 701303	Film Club 1 1st Tuesday at 2 pm Rosemary Pullin 321983
Film Club 2 2nd Wednesday 2 pm Alan Hazell 461371	Film Club 3 Last Monday pm of the month Michael Jordan 699856	French Conversation 1 Monday pm every fortnight Hilary Wright 672318
French Conversation 2 2nd and 4th Friday 3 pm Lynne Bulley 677824	Garden Visits Various outings Sheila Gardner 236885	Gardening 4th Tuesday at 10.30 am Janet Davis 674068
General History 4th Wednesday 2 – 4 pm Keith Woodman 679301	German Conversation 2nd & 4th Monday 10 - 11.30 am Carol Harris 602872	Golf Buddies Meetings by arrangement Mel Harris 672449
I.T. Group 4th Thursday 2pm Brian Frodsham 676260	Knit & Natter 3rd Tuesday at 10 am Vanessa Reynolds 675748	Local History Monday pm - Visits in the summer Joan Hall 680575

Local Walks Alternate Fridays 2 pm Sheila 674736/Ros 674284	Luncheons Various days, usually last Thursday Mary Moore 693793/07970 685655	Meditation 1st Thursday 2.30 pm Marie Brain 674121 /07711530131
Music Appreciation 2nd Wednesday 2 pm Stella Caney 676142	Patchwork & Quilting 1st Friday 10 am Jenny Waller 07743 754264	Petanque 3rd Friday 10.30 am Dave & Trisha Atkinson 674169
Photography 2nd Monday 2 pm Graham Fisher 579204	Play Reading Last Thursday 1.30 – 4.30 pm Vivien Paxford 07517680909	Poetry 1 2nd Tuesday 10.30 am Kay Duck 672474
Poetry 2 4th Wednesday 2.30 pm Patricia Atkinson 674169	Poetry 3 3rd Thursday 10.30 am Marguerite Habgood 678973	Rambling Group Various days Liz Neeves 678599
Rock/Blues Band 'MU3AC' Alternate Mondays 10 – 1pm Mike Reynolds 675748	Rural visits 3rd Thursday 2 pm John Walker 321728	Science & Technology 1st Thursday 2 pm Alan Green 672964
Scrabble 1 1st Thursday at 2 pm Hilary Wright 672318	Scrabble 2 3rd Wednesday at 2 pm Jude Howlett 697589	Short story reading group First Tuesday pm of the month Alan Bulley 677824
Singing for Fun 2nd Friday 10.30 am Francis Yiend 522241	Social Card Games 2nd Thursday 2 – 4 pm Rose Hawkins 07971 672575	
Table Tennis Fortnightly Friday 2 – 4 pm Philip Watson 673267	Yoga - Chair 4th Thursday 10.40 – 11.40 am Audrey Cooper 07949941608	Yoga – Floor 4th Thursday 9.20 – 10.20 am Audrey Cooper 07949941608

Contact Groups' Coordinator, Rose Hawkins (01694 301668) with suggestions for new groups and (especially) offers to lead them.

Timetable Summary

DAY	MORNING	AFTERNOON
MONDAY	Coffee, Chat and Walk Coffee and Chat 4 German Conversation Rock/Blues Band 'Mu3aC'	Country Dancing Film Club 3 French Conversation 1 Local History Photography
TUESDAY	Coffee and Chat 2 Gardening Knit & Natter Poetry 1	Art Appreciation Book Circle 5 Bridge Film Club 1 Short story reading group
WEDNESDAY	Amblers Wednesday morning Arts & Craft 1 Arts & Craft 2 Coffee and Chat 5 Economics	Art - Painting and Drawing Book Circle 1 Book Circle 3 Book Circle 4 Film Club 2 General History Music Appreciation Poetry 2 Scrabble 2
THURSDAY	Book Circle 2 Coffee and Chat 3 Poetry 3 Yoga - Chair Yoga - Floor	I.T. Group Meditation Play Reading Rural Visits Science & Technology Scrabble 1 Social Card Games
FRIDAY	Family History Patchwork & Quilting Petanque Singing for Fun	Amblers Friday afternoon French Conversation 2 Local Walks Table Tennis

6. Available Documents

1. Incident (& Accident) Referral Form
2. Insurance Cover Note
3. Risk Assessment Form
4. Bishop's Cleeve u3a Finance Policy
5. Group Finance Guidelines
6. Equality, Diversity & Inclusion Policy
7. Grievances & Complaints Policy & Guidelines
8. Safeguarding Policy
9. Bishop's Cleeve u3a Constitution
10. Principles