



B – INTEREST GROUP MATTERS

PART B1

STARTING A NEW GROUP

Key steps:

- Submit a brief proposal (in writing or person) to the Groups Co-ordinator and/or the Committee.
- Canvass membership (via email, at a meeting and/or other groups) to see if there is sufficient interest in the topic or activity for a group to be viable.
- Meet or otherwise liaise with the interested members to agree preferred days, times and frequency of meetings; possible venues (if required), cost of venue and/or equipment required; how any additional costs, e.g. equipment hire and/or materials, will be met; and, crucially, how the group will run (e.g. will members take turns in 'leading' the discussions or activity; will you be having refreshments and, if so, who will provide them?).
- The responsibility for opening and closing any venue used, and for ensuring that it is left as found after use, will rest with the Group Leader/Convenor, but you may want to ensure that you have cover for absences etc.
- Consider accessibility issues for members, e.g. suitability of the venue for those who may have vision, hearing or mobility issues?
- Complete a risk assessment of the preferred venue.
- Via the Groups Co-ordinator, secure the support of the Committee to proceed with the group. This will enable us to set-up the group in the Beacon Management System, and the development of a group-specific webpage.
- Promote the group via whatever means available, e.g. u3a Facebook page, u3a website, the monthly Calendar issued to members, flyers or cards placed in strategic places, local media, word of mouth etc.