

## Study Group Leaders' (SGLs) Guidance Notes

### Membership

- Check that all new members of the group are members of Bushey U3A by seeing their membership cards
- After renewal each year check all membership cards **again** to ensure that members have renewed their membership
- These checks are important because they have insurance implications
- Generally all members of Study Groups should be fully paid-up members of Bushey U3A. Study Group membership may be offered to a member of another U3A only if it is an **official** Joint Study Group which has been agreed by the Study Group Coordinators (SGCs) of the two U3As (paragraph 5 of our Regulations refers)
- If a member of another U3A approaches you about joining your group and you are not an **official** joint group they should be referred to their own SGC.

### Finance

- **ON NO ACCOUNT should group money be deposited in a member's personal bank account. If banking facilities are required for your group the Treasurer must be consulted.**
- A contribution of up to £1 per person per meeting may be made to cover the cost of refreshments etc. No accounts for the Treasurer will be required.
- If a contribution in excess of £1 per person per meeting is required then the SGL must contact the Treasurer for further advice and also keep accounts.

### Insurance

- The Third Age Trust provide Public and Products Liability Insurance. An overview can be found on the website under the documents tab and further information is available on the Third Age Trust website.

### Visitors

- A visitor may attend, on a total of two occasions over any membership year, either a Study Group activity (including outings) and/or a monthly meeting of Bushey U3A and the Membership Secretary must be informed of each occasion.

### General

- All members of the group must give their consent to their contact information being shared by signing a consent document. If consent is not given then the bcc field must be used for emails.
- If photos are to be put on the web then again written consent on the appropriate form must be obtained from the photographer and anyone pictured.
- Keep a register of attendees.
- Agree a maximum number for the group.
- Set up a waiting list and once there are 5 or more on it contact the SGC who will try to set up another group.
- Keep emergency contact details for members of your group to use in the event of accident or ill health.
- In the event of an accident complete the accident form on the documents page of the web and send to the SGC.
- Bushey U3A will not permit the use of paid tutors for Groups.

The Regulations on the documents tab on the website contain essential and useful information

If you are unsure about **anything** please contact the Study Group Coordinators via the website for further advice.

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