

Guidance for Group Leaders

Group Leader's Role

- To make all the necessary arrangements for group meetings and to manage the group finances.
- To use Beacon to communicate with the members to keep them informed about meeting times, venues, costs etc
(Please don't share contact details without a member's permission)
- To keep a register of attendance at meetings. This is mandatory for public liability purposes.
- To be inclusive and welcome members whoever they are and to encourage members of the group to be involved in planning and decision making where possible.
- To reply to all enquiries about the group, which may come via the Cam, Dursley and District u3a website, as your name will be behind the Bluebird link on your group webpage.
- To keep your webpage updated. You can do this yourself, or you can contact the website co-ordinator to inform him of changes.
- To be responsible for any u3a equipment borrowed for the use of the group and to arrange for its prompt return.
- To check you aren't breaking copyright rules.
- To ensure a quarterly finance report of monies paid by members, expenses and balance of funds held to be provided to the Treasurer. Dates for quarterly reports are end June, end September, end December and end of March.

Group Finances

- The group should be self-financing, but must not hold large pots of money.
- All group members should have the opportunity to benefit from group funds spent. If you are in any doubt about whether paying for an item is appropriate, please consult the Treasurer via the Contacts page of the Website.
- The cost of meeting room hire should be shared between group members and, where appropriate, a small amount to cover the cost of refreshments.
- Periodically, the Treasurer will ask leaders how much their group is holding and may suggest depositing excess money in the u3a account for safe keeping.
- If you need to collect large amounts of money for trips etc please discuss with our Treasurer the best way to do this.
- You must never hold members' money in your personal bank account.

Keeping Safe

- All members are covered by u3a's Public Liability Insurance. This does not include cover for personal accidents. Please read the details of this cover, which is available on our website, and keep a copy for reference.
- We are all responsible for our own safety, but Group Leaders are now required to complete appropriate Risk Assessments before meeting with their groups. A selection of Risk Assessment checklists are available on the website. Please choose the one most appropriate for your activity, eg Venue, Visit, Walk, Eating out, Cycling etc.
Always remember to make members aware of any known hazards they are likely to meet before they attend activities, so they can assess whether the activity is suitable for them.
- Hi-Vis jackets are available if required
- Please carry a copy of everyone's emergency contact details with you when out on u3a activities. Just print off a copy of your group from Beacon and the details are there.
- If anyone has an accident during a group activity, please fill in an accident form and send it to the u3a Secretary or Groups Co-ordinator. It will be kept for three years in case there is a claim of negligence.

Sharing your Experiences

- You may wish to put a report or photos of your group activities on the website. Please contact the Website Co-ordinator to find out how to do this yourself or ask him to help.
- You can also send a report or photos to the Bulletin Editor. Group activities can also be advertised here. You can contact the Bulletin Editor via the Bulletin entries button on the Contacts page of our website.
- You can advertise your activities or ask for reports to be read out at our monthly meeting. Please contact the Groups Co-ordinator.
- Photos of activities are always useful to share with other members at Open Days and other events such as the AGM.

Resources

You can

- Find speakers and obtain ideas from other u3a websites
- Contact u3a subject advisers via the Third Age Trust National Website www.u3a.org.uk or use the U3A link on the home page of our website.
- Borrow a projector (use the Cam, Dursley and District website to make a booking www.u3asites.org.uk/cam-dursley)

NB If you need equipment to use in your group, please talk to the Groups Co-ordinator. Please don't apply for grants independently.

Please contact the *Groups Co-ordinator* or any member of the *Committee* via the website if you would like to discuss anything about running your group.

Documents available on the groups page of our website

- Insurance cover note and facts list
- Risk assessments
- Accident report form
- Beacon training document
- Projector bookings
- Guidance for *Group Leaders*

Please use the website *Contacts* page to get in touch with the *Groups Co-ordinator*, other *Committee* members, or for *Beacon* or *Website* help.

December 2023