

Brief Notes for Coordinators

Members

Names and contact details of members are needed. Check that they are willing to share contact details, if not use bcc option when emailing to comply with the GDPR

Keep a register of attendees at meetings especially if using outside venue because if an evacuation of the building is required , then all members can be accounted for.

Check that members of the group are also paid up members of the U3A. New members should be asked when they join.

Health and Safety

For groups based in members' homes, have the exits been pointed out and are they unlocked or are the keys in the lock?

For groups based in outside venues, do you have the address and post code in case an ambulance is needed.

Incident Report Forms are available on the Chester U3A website under Information for Coordinators

Finance

Outside Venues - Please see the Chester U3A website for how to organise payments for these

Expenses Forms for one-off group expenses, please see the website. Any other money problems please contact the Treasurer

NB Please inform the Group Liaison Officer of change of Coordinator or email address