

## **Collingham & District u3a Group Leaders Resignation**

There are many reasons why Group Leaders resign – illness, moving or natural end of a Group. Whatever the reasons the following guidelines should enable a smooth transition or ending of the Group.

Inform the Groups' Coordinator of your plan to leave as soon as you possibly can, ideally at least a month in advance, to enable them to discuss how best to manage this for the group.

### **When the Group is to continue**

A current group member may be identified as a potential leader and be willing to manage this with some support or by sharing the responsibility with another group member. This can be a good way as the ethos and direction of the group is already known and it is the least disruptive. The new Group Leader(s) will need the support of the other members of the group and the Groups' Coordinator.

If a Group Leader is not found from within the Group, the Groups Coordinator may become involved in finding a new leader from the general membership via General Meetings and the Newsletter. They will also inform the members of the Executive Committee.

### **When a Group does not continue**

The group may have reached a natural ending and therefore, with the agreement of everyone in the group, the finishes when the leader leaves.

The Groups' Coordinator and Website Manager need to be informed.

Venue managers need to be informed of any group ending so rental fees will not be charged.

### **Finances**

Any finances must be dealt with before leaving. If there are venue costs owing these need to be given to the Treasurer along with the Group Accounts Form.

This advice also applies to any funds collected in access to venue funds which belong to the group and may need to be passed onto the new leader or distributed between members if the group is closed.

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