

DEREHAM U3A – NOTES FOR GROUP CONVENORS

Your Responsibility

The overriding principle is that each group is fully self-funding, for all costs, and it is vital group convenors do claim everything they spend, and that this is clearly understood and expenses are always claimed to ensure there is no discrimination against those who do not wish to carry these costs personally.

It is essential that the costs of running a group are shared equally between all the members. This can be done by, for example, having a regular attendance fee or on an ad hoc basis for those groups who have occasional expenses.

For those groups that may need equipment to get started, the committee will give favourable consideration to purchasing the basic equipment necessary for the proper functioning of the group. These purchases will be classified as assets belonging to Dereham U3A for accounting records.

Groups should apply for approval of the cost of equipment before any purchase is made.

Once the initial basic equipment has been supplied, all future replacements due to wear and tear must be financed from group resources.

As a Group Convenor you are responsible for ensuring that your group runs smoothly, and for keeping simple records and accounts. Remember this may be a shared task, with group members taking on roles as appropriate. Please also ensure that your deputy or someone else in the group can access group records should the need arise. Make sure your group members have your contact details too.

The Groups coordinator

Please do contact this committee member if you have any queries or if problems arise. Do this at the earliest opportunity. The committee is there to help and support you.

Group members

A simple register is provided in this pack or you can create your own.

Please ensure that group members are current members of Dereham U3A, which can be done by checking that members have the new membership card each year. Failure to do this will invalidate our insurance. Prospective members can attend for up to two taster sessions but must then join Dereham U3A.

Records of members contacts/health issues etc.

You must keep all records secure and confidential - see GDPR information sheet.

You need to be able to make contact with your group members, two ways of contact (eg email and phone number) are wise. Remember to bcc group emails.

You may also wish to ask members for details of who to contact in case of emergency, and to tell you if they have any health issues which may be relevant. A simple form is available in this pack. These details are for the use of coordinators only and should not be shared with anyone at all without permission. This information is not kept as a matter of course by our membership secretary.

Insurance

The policy applies to all U3A activities including groups meeting in your own homes or other venues. In a nutshell it indemnifies all U3As & U3A members against all sums you could become legally liable to pay as a result of: Accidental injury to or death of any person. Accidental loss or damage to material property not belonging to you, which arises or is caused in connection with the 'business' of U3As. The full policy is available on the National website. Personal accident cover is not included (eg if a member falls etc).

Accounts

All group money is the responsibility of Dereham U3A. If a group collects and holds money above a nominal sum for refreshments the committee must be happy that it is being recorded and spent appropriately. Accounts from each group must be submitted to the Treasurer annually, with any receipts for purchases/expenses above tea and biscuits etc. After this you do not need to keep them, they will remain with our full accounts for 6 years.

Your yearly record of income and expenditure should also be available for your group members to see. If you provide refreshments a suggested payment of 50p - £1 per head should be made for tea and biscuits etc. If cars are shared for visits members should make a contribution to car costs. These amounts do not need to be recorded or included in group accounts. If you visit a venue or have a guided tour etc and each person pays the venue direct you do not have to record this. A simple Accounts Sheet and the Expenses policy in this pack give further information.

Accessibility

We aim to make activities accessible to as many members as possible. This includes physical access to buildings etc as well as being aware of hearing/sight issues and other needs. Please discuss any issues or concerns with the Groups Coordinator before advising a member that your group is not for them. However, members do have to be capable of doing the activity they wish to join. See our Participation Policy for more information, on the Policy page of Dereham U3A website.

Carers

Some members may be able to access an activity with the help of a carer: The carer may attend to assist the member but must pay the same entrance costs etc as members. They do not have to be a member themselves. They will be covered by insurance.

Safety

Check safe access and fire exits in all venues including homes, and point these out to members. In case of accident or damage to property report the situation immediately to the groups Coordinator or Chairman, and send in a report to them using the report form in this pack.

DEREHAM U3A. "TASTER" SESSIONS FOR POTENTIAL NEW MEMBERS

Non Members who are considering joining the Dereham U3A can attend a maximum of **two** "Taster" sessions free of charge after which they will be required to become full members.

The **two** "Taster" sessions can be any combination of attendances at a General meeting or interest group.

Group convenors must ensure a record is kept of non member attendances and the membership secretary must be informed, preferably by email.

By following this procedure it will ensure that we comply with National U3A insurance arrangements.

Enjoy your activities

Do encourage members to socialise as well as follow the planned activity. Send reports, photos etc of what you are doing to our newsletter or website so that all members know about what's going on.

Useful links;

Dereham U3A website: <https://u3asites.org.uk/dereham/home>

National U3A website: <https://www.u3a.org.uk/>

To access the Advice section on the National U3A website you have to complete a simple log in with your name and name of our U3A. Please note that this gives Advice not regulations eg advice for walk leaders etc. Please use as seems relevant to your group.

MJM 09/19 Modified BH/12.9.21