

Guidelines for GCs V6 2017

GUIDELINES FOR GROUP COORDINATORS

These are some useful guidelines which we hope will help you when you are coordinating an Interest Group but please do always remember that your Groups Managers (ddu3agroupsmanager@gmail.com) are available to offer help and advice.

On behalf of Dronfield and District U3A - Thank you!

Organization and Safety of your group

1. Provide adequate information (Newsletter, General Meetings, Beacon) to enable prospective members to make an informed decision about joining
2. Ensure everyone is a current member of DDU3A (Non- members may attend for up to two sessions :this includes the General Meeting)
3. Keep a register of attendance and remind members of their individual responsibility for personal safety
4. Maintain a waiting list if the group reaches maximum capacity
5. Encourage active participation and shared responsibility for the running of the group
6. Try a range of approaches in terms of content and activities where appropriate
7. In the event of a sudden illness/accident the GC or person in charge must complete an Accident Report Form (available on the website or from the Business Secretary) within 48 hours and submit to the Chair
8. Ensure members are aware of additional guidelines (on the website) for more challenging activities e.g. walking, cycling
9. **Be aware that U3A provides Public and Products Liability Insurance that indemnifies all U3A members against all sums you could become legally obliged to pay as a result of accidental injury to or death of any person and accidental loss or damage to material property not belonging to you, in connection with the 'business' of the U3A. (NB this does not provide any personal injury cover)**

Finance

1. All groups should be self-financing e.g. resource materials, refreshments, cancellation fees etc.
2. Never open a group bank account and restrict cash held to no more than £50
3. Money, collected from Group Members, should never be paid into your personal account for U3A business
4. Always provide a receipt for monies received in advance of an event or meeting (it is not necessary to do so when members pay on attendance)
5. Obtain receipts for any monetary transactions
6. Maintain a record of all financial transactions which should be available to the DDU3A treasurer unless you are in contract to a third party e.g. when paying for a meal and the organizer receives a combined receipt as a record

Booking a venue

1. Select a suitable venue, agreed amongst members, and advise the Group Managers of how costs will be met
2. For venues **other** than the Civic Centre or Peel Centre arrange the booking
3. For the Civic Centre and Peel Centre call in person to agree dates with the admin. staff and sign a form to confirm the booking (This will ensure that DDU3A will pay the invoice. *)
4. Inform the Treasurer of all booking agreements, including travel arrangements
5. Collect payments from group members as soon as possible, ideally in advance; cheques payable to **Dronfield and District U3A** and give to the DDU3A Treasurer as soon as possible with appropriate invoices etc.

* When booking a DTC venue, for the first time, contact the Group Managers in order to be registered as a "named" U3A Coordinator. The reasonable costs of a first Planning Meeting may be paid for by the DDU3A.

Additional resources

- DDU3A website, Groupsmanager, Protocol for Interest Groups, Policy, Terms and Conditions of Membership, www.u3a.org.uk