

Dunelm U3A Group Convenors

The intention of this advice sheet is to bring together all the information relevant to the organisation of interest/activity groups in Dunelm U3A.

In this document there is an assumption that the group you are convening has been agreed in advance with the committee and that you will have somebody in the role of Groups' Co-ordinator to consult. In the absence of such a person, please speak to the Secretary.

GROUPS HELD IN RENTED ACCOMMODATION

- If you are planning to use a new venue that is not on the Beacon List, please consult the committee for approval.
- Don't sign any rental agreement yourself – pass it to your Groups' Co-ordinator for the committee to deal with.
- When you arrive to use the venue, reassure yourself that everything is in place and as it should be. If you have any safety concerns do not continue if they cannot be resolved to your satisfaction.
- Make sure you know the postcode of the venue.

YOUR MEMBERS

- Ask the committee to give you access to the Beacon membership management system, then use this to manage your membership list, meeting schedule and accounts. This will provide you with contact details i.e. telephone numbers and the ability to send internal emails. For data protection reasons you should not keep your own records of members' contact details.
- Ensure everybody attending is a member and always check when any new faces arrive.
- Always keep an attendance register. If you have a situation where a non-member turns up or if a member brings a visitor, record their name and contact details and advise the membership secretary after the meeting.
- If a member stops coming try to find out why.

PROBLEMS

- In the case of an accident which results in injury or damage to property, complete an accident form (ask your Groups' Co-ordinator for copies) or in the absence of the form send a detailed report to the committee, including details of witnesses.
- Remember personal accident insurance cover is NOT provided by The Third Age Trust.
- If damage is caused to property by a member of the group, take full details, as in future it may be the subject of an insurance claim.
- Should you have a difficult member whose behaviour is regularly disturbing other members of the group go to the Groups' Co-ordinator for help. Don't take action yourself.
- If you have a serious problem in a session, it is quite acceptable to ask a member to leave but contact the Groups' Co-ordinator as soon as possible after the end of the session.
- If you have a member who is not able to cope independently, inform your Groups' Co-ordinator.

SELF-FINANCING GROUPS

- Never open a bank account.
- Never apply for grants.
- Give a receipt and keep a record whenever you take money.
- Never put members' money into your personal account.
- If you do hold cash, ensure you do not exceed any limit laid down by Dunelm U3A committee. Anything over the limit should be held by the treasurer. Check with the Treasurer for advice.
- Room hire invoices should be sent to the Treasurer.
- Get receipts when you hand money over.

- If you are finding that you are using your own credit card to pay for group events consult the Treasurer for advice.
- Report to the Treasurer as regularly as requested.

GROUP ORGANISATION

- Make sure you give sufficient information for group members to make an informed choice as to whether they wish to participate. Remind members if you are doing a physically active subject that they undertake it at their own risk.
- If you are leading walks, have a look at the walk leader checklist.
- If appropriate to your activity consult the Advice Sheet on Licences which covers photocopying, recorded music, DVDs, videos and performance. If you provide written material and use the U3A logo make sure it is correctly displayed. See the Advice Sheet which covers the use of the U3A Trademark.
- Advice sheets can be found on the National Web Site. <https://www.u3a.org.uk/advice>. You will need to create an account to access them.
- Delegate where you can and spread the workload.
- The following resources are available from the Third Age Trust:
 - The Resource Centre – <https://www.u3a.org.uk/resources>,
 - *Sources*, an educational journal, which is included with the direct mailing of *Third Age Matters* and is available as a download from the Members' Area of the national website.
 - Subject Advisers – see website for details – www.u3a.org.uk.

If you feel your group would benefit from having a particular item of equipment consult the Groups' Co-ordinator or the committee in the first instance.

OTHER PUBLICATIONS YOU SHOULD HAVE IN YOUR POSSESSION

- More Time to Learn.
- Interest Groups.
- Insurance.

If you need any of the above contact the committee.

Finally, remember that once a group is set up with the prior approval of the committee, you are fully protected by the liability insurance policy provided by the Third Age Trust.

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