

- **Insurance** most venues will require copy of the U3A's Public Liability insurance certificate - this can be downloaded from the website - or ask the Secretary to provide you with a copy

Outdoor Activity

You will need a meeting point and duration time of the activity
Most groups, particularly outdoor ones, need to provide a Risk Assessment. The Groups Co-ordinator should advise on the format for this.

Managing your group: Data protection/Register/Finances

Data protection:

EG U3A uses the BEACON platform which enables Group Leaders to securely manage members' membership and contact details and send emails BCC. This is very straightforward. Training is provided.

Register

It is advisable to keep a register for each meeting. The main purpose is to ensure that everyone attending is a paid-up member and additionally to record how many people are turning up each time.

Finances

Each member will be required to contribute to the running of the group and all monies must be collected and forwarded to the Treasurer. Check with the Treasurer how this should be handled. Confirm before hiring, that the venues will agree to invoicing the EG Treasurer directly. You will have to provide the Treasurer contact details.

First meeting with your Group

Make sure everyone has all the details regarding venue, day and time. Agree some ground rules e.g.

- how group members will communicate with each other in light of data protection concerns
- expectations of the group; the level that the group will be aimed at (beginners, improvers, advanced); format - discussion? presentation? instruction?

Sharing Responsibilities

While the Group Leader is the main contact point, there is no reason why responsibilities cannot be shared e.g.

- taking turns to host the group
- keeping the attendance register
- helping with IT tasks e.g. updating the web page / managing BEACON