



East Berwickshire U3A

Charity No SCO31477



## GROUP LEADER ADVICE SHEET

### Advice sheet for Group Leaders

The intention of this advice sheet is to bring together on one sheet of paper some things to consider and to tell you where you can obtain additional information. Every group has its own style and values its individuality. Nevertheless, there are procedures and systems that are designed to help things run as smoothly as possible and which apply to all groups.

You are not alone as the **Group Coordinator (GC)** is there to give advice and help with any issues that may occur. Groups are the basis of the U3A and the ethos is of shared learning and co-operation. See *U3A Advice Sheet 14 – “Group Leaders”*

### Starting up a group

You may be considering running a new group or a parallel group for those on the waiting list. The GC will be the first port of call and able to assist with the practicalities. Subject Start-Up leaflets and National subject advisors are available using the U3A web site [www.u3a.org.uk](http://www.u3a.org.uk). Ultimately give sufficient information for group members to make an informed choice as to whether they wish to participate and then let them decide. If it is a physically active subject, remind members that they undertake it at their own risk. See *U3A Advice Sheet 14 – “Group Leaders Advice”*

### Meeting Places

Venues vary according to the needs of the particular groups. For small groups members' homes may be appropriate. For larger groups or those with specific equipment needs, rented accommodation may be appropriate. *U3A Advice Sheet 1 – “Accessibility for Disabled Members”* is recommended reading when considering accommodation with the GC. Make yourself aware of the local fire evacuation procedures, if appropriate, and inform your group members regularly.

### Running costs

Rental costs are paid for by the *East Berwickshire U3A (EB U3A)* not by individual groups. All venues are booked by the GC in the name of *EB U3A*. To avoid unnecessary costs please remember to cancel room bookings if they are not required and notify the GC. However, for all other costs, the groups should be self-funding and these should be funded by an appropriate levy paid by the group members.

### Visits and Outings

Visits and outings organised by the groups must also be self-funding and the *EB U3A* will not meet any loss. The whole cost should be taken at the time of booking to minimise the risk of cancellation. Monies collected should be paid into the *EB U3A* Social Fund account in order that the funds can be cleared in time for payments using the debit card or by the Treasurer raising a cheque to pay the submitted invoice.

### Register of attendance

It is important to record attendance at all group meetings including visitors (a maximum of two visits) as this ensures everyone is covered by the U3A Liability insurance. Record emergency contact (ICE) details for each of your group members. Attendance sheets should be passed to the GC in December and May each year.

## Group Meetings

Please put aside a little time at each meeting for notices from the Committee to assist communication within the membership encourage comment on any matter of concern or interest that you can relay back to the Committee. The *EB U3A* is run for **members by members**.

### Running your Groups

- Ask your members to provide you with contact details i.e. telephone numbers/email addresses. Remember when circulating an email to ALL group members to use the 'blind copy' (Bcc) function to adhere to data protection legislation. *U3A Advice Sheet 5- "Data Protection"*
- Establish 'rules' of the group considering respect, tolerance, one speaker at a time so that all members enjoy attending the group.
- Consider ways in which all group members can be involved in the activities of the group.
- Consider a deputy group leader, not just to relieve you but to encourage others to take on the role.
- If you are leading walks, make yourself aware of the advice available at [www.u3a.org.uk](http://www.u3a.org.uk)– subject advice 'Walks' particularly the '*U3A Walk Leader Checklist*' and '*Safety on Walks*'.
- Consider the recommendations in *U3A Advice Sheet 1a – "Helping members who are hard of Hearing"*.
- If appropriate to your activity, have a copy of *U3A Advice Sheet 10 – "Licences"* which covers photocopying, recorded music dvds /videos and performance
- Should you have a difficult member whose behaviour is regularly impacting on other members of the group, go to your GC for help. Also read *U3A Advice Sheet 6 -"Sorting our problems"*
- If you have a member who appears unable to cope independently, inform your GC.
- In the case of an accident send a detailed report to the Group Coordinator, including details of witnesses.
- In case of an emergency call 999/112 and check if any member of your group has an up to date first aid certificate to assist.
- 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 it may in future be the subject of an insurance claim. Details should be forwarded to the Group Coordinator.
- If a member stops coming, try to find out why.
- Remember to delete/destroy past year's membership lists to comply with the guidance on data protection.
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### Group Leader Meetings

These are held twice a year and provide an informal opportunity for leaders to share ideas. If you are unable to attend, please send your deputy or other representative of your group.

### Website

The *EB U3A*'s web site <https://u3asites.org.uk/eastberwickshire>. needs to be kept up to date so you are encouraged to submit information regularly to the committee for inclusion onto the web site by a Committee member.

Other publications you may find useful from the national office of the U3A are; *Information for Treasurers, Insurance, Interest groups and Time to Learn*. These are obtainable from [www.u3a.org.uk](http://www.u3a.org.uk)

### Finally, never forget that

Whatever happens you are fully protected by the Public and Products liability insurance policy provided by the Third Age Trust.

**You are the life blood Group of your *EB U3A* - without you there wouldn't be one!**

**So on behalf of the *U3A* movement – thank you**