

**EMS VALLEY u3a**

**NOTES FOR GROUP LEADERS**

The following notes have been compiled for new and existing Group Leaders to show ways in which they and Ems Valley u3a Committee can help each other.

**How we can help you:**

You will be given a password to access Beacon where all Groups are listed and where the list of members of your Group along with their contact details can be found. Through Beacon you are able to contact by e-mail any or all of your members at any time.

**How you can help us:**

Keep your Group records up-to-date:

- a. On Beacon – add or remove members as appropriate.
- b. On the Ems Valley u3a website – ensure information about your Group is kept relevant and current.
- c. On the Groups Listing (circulated each month prior to the general meeting) – check your entry and e-mail any changes needed to the Groups Co-ordinator for amendment before the next issue.

Liaise with prospective new members regarding spaces available and what membership of the group involves.

Ensure new members are members of Ems Valley u3a; if you are unsure check with the Membership Secretary before admitting a new person to your Group.

Check your Beacon entry at membership renewal time to ensure all your current members have renewed. (If they have not done so their names will appear in red.)

To comply fully with Data Protection Laws please ensure all communication with your group takes place via Beacon. This ensures personal e-mail addresses are kept private.

Please contact the Groups Co-ordinator if you have any concerns about any matters concerning the running of your Group, for example, if problems arise about room capacity or bookings.

Ems Valley u3a funds the hire of an appropriate room for two hours per month. If the group needs more time – either longer sessions, or more frequent meetings - these extras must be paid by the group members.

If your Group meets at Emsworth Community Centre and uses kitchen facilities (whether in one of the kitchens or providing refreshments in your meeting room), Ems Valley u3a will pay the current fee.

Please contact the Groups Co-ordinator if you need advice to locate a suitable meeting space.

If you are looking to recruit new members, an article in the monthly Newsletter, attendance at the New Members' Welcome Coffee Morning held two or three times each year, or a short after-tea-break presentation at monthly general meetings are good ways of publicising your activities.

*N.B. These notes cannot cover every question you may have.  
Please contact the Groups Co-ordinator with any further queries.*

**Further help is available at national level:**

There are Subject Advisors in a wide variety of Interests able to advise on any aspect of forming and running individual Groups.

The Third Age Trust has developed a number of workshops for Group Leaders. The online workshops have been designed to provide support, information and advice to u3as. They have been developed in consultation with u3a members and are delivered by Trust volunteers. They bring their background and experience as Trustees, u3a Chairs and Committee members, to make the online workshops informal and informative with a unique opportunity to meet u3a members from across the UK.