

## GROUP LEADER ACTIVITIES

This document summarises the activities a group leader should normally perform.

1. Maintain a list of the people within the group including their contact information such as phone number and email address as well as emergency contact if appropriate, e.g. for those activities with walks, visits etc.

Any accidents that may occur whilst a group activity is taking place should be reported to the group leader, if possible using the standard form available. Any illness should be advised to the Welfare Officer and any deaths to both the Welfare Officer and the Membership Secretary.

Note: Epsom and Ewell U3A run a website where the individual groups are identified. The telephone numbers of group leaders are on there such that the public can see. If an individual group leader does not want this phone number on the website she/he should advise the Group Coordinator who will arrange to have it removed. The email address of group leaders is hidden but a link allows people to contact them. The phone number and email address will be shown on the hard paper list of groups Epsom and Ewell U3A run which is issued every 6 months to Epsom and Ewell U3A members. Again either or both of these can be removed by asking the Group Coordinator. The Group Coordinator will put this information on the document maintained to monitor the groups and which is only issued to the Epsom and Ewell U3A committee.

2. Coordinate the group activities e.g. meeting dates, times and places and activities they are doing.
3. Advise the Group Coordinator, once a year, when requested (usually January)
  - of the names and membership numbers of the people in the group as well as assist in advising those members that are late in paying membership fees. Also, at the same time, advise whether the group is full, can take more people or needs more people.

Note: Personnel who are members of U3A groups outside of Epsom and Ewell and can provide a U3A membership number do not need to pay a fee to Epsom and Ewell for taking part in its groups.

- whether they will attend the group leaders' meeting, usually held in April
- whether they will attend the Open House usually held in May.

Note: The aim of Open House is to showcase the different groups we have to help people decide if they would like to join the U3A. It is therefore important, if possible, for group leaders to attend this **even if their group is full**. If people want to join groups that are full it becomes the Group Coordinator's responsibility to resolve this.

4. Help the Group Coordinator in setting up new groups which may involve them attending the new group's inaugural meeting to advise how their group started, how it works or mentoring the new group for its first few meetings.
5. Advise the Group Coordinator of any issues in the group which are causing the group or any member of the group, including the leader, problems.

Note: Examples of such problems are on the Epsom and Ewell U3A website in the "Safeguarding" policy. The group leader is advised that this together with the "Equality, Diversity and Inclusion" policy are particular documents they should read and follow.

6. Group leaders are reminded that any activities that the group completes must be self-financing, e.g. hire of halls, etc. All funds collected by the group leader for such activities will only be used to finance that group activity. Note if the hire of a hall, etc., is more than £20 per session then the rental should be set up by the Epsom and Ewell U3A Treasurer and the funds to pay for the item paid by the group leader to the Treasurer from the money collected by the group.