



**Thank you for taking on the role of a Group Leader – Groups are the lifeblood of Fife u3a.**

**This handbook aims to provide you with useful information for your role.**

## **THE BASICS**

### **Annual Meeting**

- The Groups Coordinator will arrange a meeting of all Group Leaders at least once a year to discuss matters of common interest.

### **Paperwork**

- All the forms you need to run your Group are available from Group Leaders Information link on the Groups page of the Fife u3a website – [Fife U3A: Groups \(u3asites.org.uk\)](http://Fife U3A: Groups (u3asites.org.uk))
  - Accident Report Form
  - Attendance/Track & Trace Register (*as regulations require*)
  - Data Protection and Data Privacy Statement
  - Emergency Contact Details Form
  - Expenses Claim
  - Group Income Form
  - Members Home Risk Assessment
  - Risk Assessment Checklist (Group Leaders)
  - Walk Leader Risk Assessment Checklist

### **Data Protection and Data Privacy**

- To ensure that Fife u3a complies with Data Protection regulations, you must sign the Data Protection and Data Privacy Statement agreeing to the following statement, “I confirm that I have read the Fife u3a Data Protection Policy and the Fife u3a Privacy Policy and agree that I will handle all personal information of Fife u3a members in accordance with those policies.”
- If you stand down, you must sign the Data Protection and Data Privacy Resignation Statement agreeing to the following statement, “I resign as a Fife u3a Group Leader and confirm that I have destroyed all members’ personal data in my possession provided to me by Fife u3a.”
- These forms should be returned to the Groups Coordinator.

### **Taking photographs**

- A few Fife u3a members are NOT willing to give their permission to be included in photos to be used in the Newsletter or on the Website.
- If you want to take photos, please let your Group know and ask anyone not willing to be included to step aside for a moment.

## **Keeping the website updated**

- Use the website to promote your Group and keep members updated
- Advise the Webmaster of any Events and changes to your Group's web page
- Make sure that the Webmaster has your email address or contact details – this will allow any messages received from your Group's web page to be sent to you.

## **Communicating with Group members**

- Keep a record of the email addresses of your members, in case you need to get in touch with them outside of meetings.
- If a member doesn't have an email address, ask for their phone number.

## **Confirming membership status**

- In November of each year, advise the Groups Coordinator of the names of those who regularly attend your Group. (This is needed for insurance and statistical purposes, as well as providing a back up method of communicating with your Group members.)

## **Potential new members**

- Prospective Group members can attend two meetings to see if it is for them but must then join Fife u3a. (To comply with u3a insurance, only u3a members may attend Group meetings.)
- Membership forms are available on the Membership section of the website - [Fife U3A: Membership \(u3asites.org.uk\)](https://www.fifeu3a.org.uk)
- In any cases of doubt about membership status, consult the Membership Secretary.

## **Paying for venues**

- Some venues will charge Fife u3a for use of their meeting rooms. If this applies to your Group, you need to collect attendance fees from members to cover the venue hire.
- The level of any fees will be set in September of each year.
- Fees should be paid to the Treasurer as soon as possible.
- Online banking payments are preferred –
  - Account Name - Fife U3A
  - Sort Code 83-16-23
  - Account Number 00160854
  - Use your Group name as the reference
  - Email the Treasurer to confirm when funds have been transferred
- Fees can also be paid to the Treasurer by cheque or at Monthly Meetings – see Group Income Form for details.

## **Accidents and Incidents**

If there are any accidents or incidents, particularly if they could result in an insurance claim, as soon as possible:

- Complete Accident Report Form
- Advise any member of the Fife u3a Committee

## **Any questions?**

- Contact the Groups Coordinator

## TAKING IT FURTHER

### Setting up a new Group

- If you have an idea for a new Group not already offered, contact the Groups Coordinator
- The Groups Coordinator will always offer support to get any new group up-and-running

### Subject advisers

- There is a list of national subject advisers in every issue of Third Age Matters
- Links to further information are available at [u3a - Subject Advice](#)

### Venues

- Contact points
  - St Bryce Kirk, St Brycedale Avenue, Kirkcaldy KY1 1ET
    - Rosalind Gould, Centre Manager
    - Kara Ewen, Office Manager
    - 01592 640016 [office@stbrycekirk.org](mailto:office@stbrycekirk.org)
  - Kirkcaldy United Services Institute (KUSI), 8 St Brycedale Avenue, Kirkcaldy KY1 1ET
    - Brian Anderson, Secretary
    - 01592 260226

### Website access

- When you're ready to update your Group's website page and events yourself, contact the Webmaster for a login ID, password and help with training – see Appendix 1 for more detail on how simple this is.

### Twitter access

- If you'd like to publicise any of your Group meetings or events on the Fife u3a Twitter page ([Fife u3a \(@Fife\\_u3a\) / Twitter](#)), contact the Programme Organiser with details. Tweets are limited to 280 characters (including spaces) and a photo or graphic makes a Tweet more interesting.

## Appendix 1 Group Leaders' Web Access

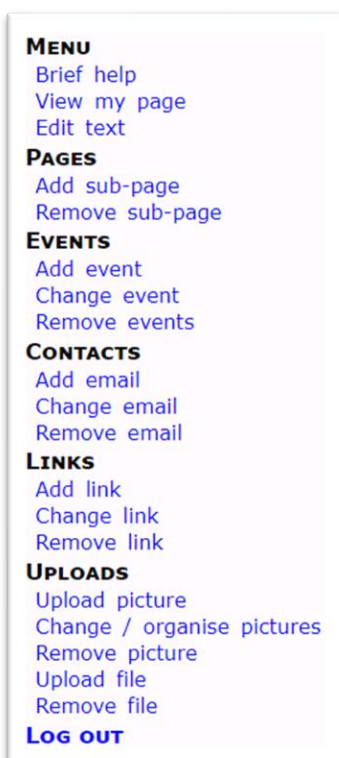
You can be given or have been given a login name and a password which enable you as a Group Leader to access the Fife U3A website for your group's page and events.

This means you can edit your page to provide information and you can create events.

Your page is also set up so that people can contact you from the website. They are not however given your email on the site. They contact you by your role i.e. group organiser. If you encourage members with email to use the site you should find this a very useful vehicle for communication with your members.

Access to the site with your login name and password is easy:-

- Go to [U3Asites.org.uk](http://U3Asites.org.uk)
- Click on "**LOGIN AND EDIT**"
- Enter your login name in the upper space
- Enter your password in the lower space
- Click on 'Edit my U3A Site'



You will then find a menu page opens. You can **view my page** or **edit text**. There is no choice of font and very little choice of editing but there is a help page (use the panel on the left)

You can also add (or change) events and include pictures and links.

Do use your page as fully as you are inclined: put in pictures sub-pages or other visuals so long as you observe Copyright Law and Privacy policy (which includes asking for permission to put up pictures of people). If you wish further advice on this ask me.

It is far easier than it sounds here. Have a try as soon as you get your password

**WHEN ENTERING INFORMATION PLEASE OBSERVE THE FOLLOWING:**

- Do not put any personal information (address, email, telephone numbers) on the web without thinking about possible consequences.
- Members of your group and anyone in the world will be able to send you a message

Do not give your login word and password to anyone else. If you want a second person to use the site this is possible but I would like to know and give them another password.

Susan Kirkwood. FifeU3A Webmaster. [susan@susankirkwood.co.uk](mailto:susan@susankirkwood.co.uk)  
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