

The following are a set of guidelines for Group Leaders. They are not a set of rules. They are intended as an aid to the smooth running of groups and to maximise access to u3a members. We would ask Group Leaders to make it clear to their members at the outset what is required of them in terms of their participation.

Attendance

Group Leaders must keep a **register of attendance** for each meeting. If members are persistently absent without explanation, the Group Leader should attempt to contact the member in question to seek an explanation. The register will help in the unlikely event of such cases as loss of personal property or injury while participating in u3a activities and is also for insurance purposes.

Group leaders should give advanced notice to all members of the group if they are unable to lead a particular meeting or if the normal details of the meeting are changed such as venue, date or time.

Activity within the Group

Some groups require high levels of participation and work outside the group meetings in preparation for the next session. **The Group Leader should encourage all members to take an active part in the running of the group.**

Expenses

For meetings other than field trips i.e. in members' homes it is customary to provide refreshments. Members should be expected to contribute to these and other expenses incurred by the Group Leader, heat, light etc. The recommended contribution is 50 pence. Other ad hoc expenses, e.g. for materials, course books, etc. should be agreed and paid for by group members as our groups have to be self-sufficient.

Travel expenses: Where people share lifts for field trips, passengers should always offer to contribute to the driver's costs. A contribution of 45 pence per mile is recommended shared among those in the car (i.e. the driver plus passengers). This is, of course, at the discretion of the driver.

Telephone and Postal expenses: Not all group members are on email and some may need to be contacted by telephone or surface mail in order to participate fully in group activities. The expense incurred by Group Leaders may be claimed back from The Fordingbridge & District u3a by submitting a claim form (available from the Treasurer).

Group Membership

Members can join different groups at any time during the year. This can be done as follows:

- Members can leave a message asking to join your group via the carrier pigeon symbol on your group's website page.
- The groups coordinator may send you a membership request.

This can be done as follows:

You should reply promptly to offer a place or a position on your waiting list. If the request came via the website and you offer a place, **you must email the name** to the groups coordinator who will validate their membership.

NOTE Non-members are not permitted to participate in groups for insurance reasons.

Instructions for Group Leaders who take access to Beacon

Group leaders are encouraged to take access to Beacon. As leader, you then receive a password to access the list of member names for your group. It is then easy, at any time, to enter or delete names from your membership list to keep this constantly up to date. If a carrier pigeon message was from a non-member you will be unable to add their name to your beacon membership list. You do not have to email the groups coordinator to validate the membership and the enquirer should then be referred to the membership secretary.

Data Protection

Contact Details: Group leaders may hold contact details such as telephone numbers and email and postal addresses for the members of their group. The annual membership renewal form enables a group leader to contact all the members of their groups to facilitate the smooth running of the group.

Large open groups such as Going Places and Walking should make contact individually or by *bcc* (*Blind Carbon Copy*). To do bcc, the leader sends the email addressed to him/herself and then clicks on bcc to add the names of the people who are to receive the email.

Contact details must not be disclosed to third parties without the consent of the individual members.