

Convenor Guidelines

You will

- be the life blood of u3a by encouraging members to Learn, Laugh and Live
- have interest or enthusiasm for subject. You DO NOT need to be an expert
- run the group but encourage others to take on a role to support you - Perhaps a deputy. Remember

By the members for the members

- consider if your group requires qualified specialists
- encourage a supportive and friendly atmosphere which enables everyone to participate and welcome

new members

Things to consider:

- How often you will meet
- How many members can attend at any one time
- How will the group be organised and what do you want to achieve including level of work
- Where will you meet. Lots of venues available - website
- Costs
- Health and Safety - Checklists - website
- Specialist groups may require further safety concerns
- Consider how your group can be inclusive to all
- Subject advisors from Third Age Trust are available for support - www.u3a.org.uk Other helpful

resources: Resource Centre 020 8315 0199 email resource.centre@u3a.org.uk

Once you are ready to start group, next steps:

- Write a few sentences for website to attract members include what you intend to cover, where and how often you will meet, any special things to bring or wear, is there a cost - send to Interest Group Coordinator
- Agree start date of first meeting with Interest Group Coordinator
- Liaise with Treasurer/Interest Group Coordinator if paying rent
- Provide information to advertise group via newsflashes, newsletters and coffee mornings.
- Be the email contact for the website and answer any queries.

Up and running, next steps:

- Communication with members - GDPR (email use BCC), Whats App by agreement etc
- Complete registers at each meeting and check membership card in January.
- Consider ICE (Incase of Emergency) information
- List of members to be sent annually to Interest Sub-group member responsible for updating Beacon

(Lesley)

- Keep a spreadsheet of expenditure and income
- If problems arise that disrupt smooth running and enjoyment for everyone. Try to resolve it. Talk to Interest Group Coordinator or Committee member to explore further options

If Incidents/accidents occur complete Incident Form and pass onto Committee member - form on website

- Agree with group members that we listen to each other
- Bear in mind that we all learn in different ways: Visual (use pictures, images), Verbal (use words - spoken and written), Auditory (sounds), Physical (kinaesthetic - use hands, senses, acting)

- Please do send regular updates to the news team - u3aguernsey.news@gmail.com or

u3aguernsey.groups@gmail.com

- Please inform the Interest Groups subcommittee about permanent changes to arrangements, convenor, venue or times (u3aguernsey.groups@gmail.com)

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- If your activities use materials which you are copying please contact the secretary for licence information (u3aguernsey.secretary@gmail.com)

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- Consider how you welcome new members to the group especially if it is a well established group -

(name badges)

- If the group is full make the Interest Group Coordinator aware and try to persuade members of the group to start a new group