

## **Convenor Guidelines**

### **You will:**

- be the life blood of u3a by encouraging members to “Learn, Laugh and Live”
- have an interest and enthusiasm for the 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 be welcoming to 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 measures to manage any additional risks
- Consider how your group can be inclusive to all
- Subject advisors from Third Age Trust are available for support - [www.u3a.org.uk](http://www.u3a.org.uk) Other helpful resources: Resource Centre 020 8315 0199 email [resource.centre@u3a.org.uk](mailto: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), WhatsApp by agreement etc
- Complete registers at each meeting and check membership card in January.
- Consider ICE (In case 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 the Interest Group Coordinator or a Committee member to explore further options
- If Incidents/accidents or property damage occurs, complete an Incident Form and pass it onto a Committee member asap - 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](mailto:u3aguernsey.news@gmail.com) or [u3aguernsey.groups@gmail.com](mailto:u3aguernsey.groups@gmail.com)
- Please inform the Interest Groups subcommittee about permanent changes to arrangements, convenor, venue, or times ([u3aguernsey.groups@gmail.com](mailto:u3aguernsey.groups@gmail.com))
- If your activities use materials which you are copying, please contact the u3a Secretary for licence information ([u3aguernsey.secretary@gmail.com](mailto:u3aguernsey.secretary@gmail.com))
- 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