

## Hammersmith & Fulham U3A

### Is being a Group Convenor for me?

Do you have a keen interest and /or expertise in a particular subject?

Then you might like to consider becoming a Group Convenor and sharing your interest and expertise amongst our members.

If you think this might be for you then your first port of call is to contact the Groups' Coordinator who will explain what it entails. They will also discuss a space on the current schedule and that similar subjects are not already covered.

Once you have decided that you would like to go ahead there are a few things to consider and a more comprehensive list is attached.

### Initial considerations in setting up a group

Firstly you will need to decide on the structure you would like your group to take e.g.

- Frequency of meetings
- Time of day and duration of meeting
- Ideal number of members
- Location i.e. public facility, private house, will it be an outdoor activity?
- Possible expenses

Having taken these decisions, check your proposed arrangements with the Groups' Coordinator. She/he will then assist in recruiting members.

### Recruiting members

- You can ask the Groups' Coordinator to send out an email on your behalf or ask the Secretary to put an item in a weekly e-news.
- You can make an announcement at a monthly meeting, either personally or through the Groups' Coordinator
- If there is a similar group already you could approach their convenor for advice.
- Once the group has been agreed, leave a sign-up list on the Groups' table at the monthly meeting for those interested to leave name and contact details

Thereafter more detailed decisions will be necessary and list of some of these is attached.