

**U3A
SOUTH CENTRAL NETWORK**

Notes of the SCN Group Liaison Meeting

**held on Friday 10th May 2019
at the Springwood Community Centre, Waterlooville at 10.00 a.m.**

PRESENT:

Sally Ingledew (SI)	SCN Manager
Mark Dancey (MD)	Waterlooville (Chairman - Meeting Host)
Jane Pearson (JP)	Guernsey (Interest Group Co-ordinator)
Sue Dobson (SD)	Horndean (Assistant Treasurer)
Geoff Smith (GS)	Horndean (Groups Co-ordinator)
Braith Harris (BH)	Horndean (Groups Co-ordinator)
Richard Handy (RH)	Solent (Chairman)
Joyce Wilkinson (JW)	Portsdown (Group Co-ordinator)
Kathy Parker (KP)	Gosport (Group Leaders Co-ordinator)
David Lee (DL)	Locks Heath (Groups Co-ordinator)
Sue Ponting (SP)	Stubbington (Group Co-ordinator)
Maggie Morter (MM)	Stubbington (Assistant Co-ordinator)
Maureen Nicholas (MN)	Emsworth (Assistant Co-ordinator)
Bridget Watts (BW)	Emsworth (Groups Co-ordinator)
John Meacham (JM)	Havant (Groups Co-ordinator)
Sandra Howells (SH)	Havant ((Groups Co-ordinator – Helper)
Jan Myatt (JM)	Warsash (Assistant Co-ordinator)
Judith Sims (JS)	Warsash (Groups Co-ordinator)
Kevin Stock (KS)	SCN Admin & WLville Group Liaison
Bunty Davison (BD)	SCN Report Taker

- 1. Welcome/Introductions:** Mark Dancey, who was hosting the Meeting welcomed everyone to the Springwood Community Centre. Sally Ingledew welcomed the Group representatives and thanked them for their attendance.
KS explained that the Attendance Register and Contact Sheet which was being circulated was required to cover the distribution of the meeting details by e-mail and SI gave a brief introduction reference the Agenda items to be discussed.
- 2. Group Liaison Roles - Descriptions and Copies:**
KS (Waterlooville) read his Role Description which identified the management of 100 Groups – 800 Members and twenty-four new Groups recently formed. It was agreed all Role Description that were available would be circulated as attachments with the Notes of the Meeting.
Comments received from other Groups were –
Emsworth – Group Liaison: 32 Group, 265 Members. Coffee Mornings held to welcome new members.
Stubbington – Group Co-ordinator: 500 Members, 69 Groups and their challenge was to recruit Group Leaders.

Locks Heath – New to the Role: 230 Members, 22 Groups and their wish was to increase choice of Groups available and hold monthly meetings.

Gosport – Group Leader and Group Co-ordinator identified acting as administrative roles. 400 Members, 52 Groups and reported few new Groups.

Portsdown: 200 Members, 26 Groups but both numbers can fluctuate. 4 new Groups had been formed and two of which being Music and Gardening.

Solent – Group Co-ordinator: 340 Members, 39 Groups.

Warsash: 215 Members, 42 Groups of which about 10 are new in the last year. The problem that exist is the recruitment of Group Leaders.

Horndean: Two Group Co-ordinators. 212 Members, 34 Groups with very friendly atmosphere prevailing. BH stated she had previously belonged to the Guildford U3A Group which managed 2,000 Members. GS also covered what was involved with other management roles within the Horndean Group.

Havant – Co-ordinator: 299 Members, 37 Groups and replacement of Leaders mentioned. A stable membership 100 members attends the General Meetings and it was reported a paid Tutor covered their Ukulele Group's activities as it was felt a skilled Group required a paid tutor.

It was noted that the general U3A ratio re comparative numbers was for a Group consisting of 300 Members should offer and manage 30 Group activities.

Guernsey – Interest Group Co-ordinator: JP who had only joined in October 2018 reported Guernsey had 800 Members with 74 Groups and offered a wide choice of activity topics eg. poetry appreciation, yoga. JP endeavours to meet all Groups Leaders.

It was felt confusion regarding the name of role descriptions used as the different terminology could be a problem i e Group Leaders, Group Liaison Officers, Group Co-ordinators and Group Convenors but it was stated the National Office was re-vamping the web-site which would be giving advice to cover such issues of role description names.

It was noted the Guernsey Group involved Sub-Committees to cover H & S matters – Venues and Disability issues and their membership managed by the Beacon system. These Sub-Committees consisting of three members with only one being a Committee Member.

Waterlooville – KS stated that among his duties covering 100 Groups, deputies for each Group Co-ordinator was required. KS maintained a Waiting List for members to join Groups and also potential new Groups plus Group membership vacancies, the management of contracts for meeting venues, setting up meetings for new Groups and organising Group Co-ordinators' workshops plus an annual Co-ordinators 'Thank You Meal'. KS also deals with membership checks covering the Groups, e-mail contacts, list of venues and policy documentation.

Communications through the web-site with each Group having its own web-page with information about each group.

It was noted the Portsdown U3A checks the issue and use of web-site photographs to ascertain members are happy for them to be published. A cheese and wine 'thank you' event was provided by the Guernsey Group which was a role for the Beacon Sub Committee to arrange.

Havant reported that their Membership Secretary maintained their list of Group Convenors, identified Group vacancies, use of home meeting venues with all payments for other venues being made through their U3A Accounts.

SI emphasised that in line with the Trusts' policies Group Leaders should not sign meeting venue contracts and Group Treasurers must be informed of any cash payments which are involved.

Horndean felt that they had not experienced such problems since common sense should prevail with these matters.

Warsash reported there could be difficulties experienced when arranging the venues for new Groups and their meeting arrangements.

Solent identified that some problems developed and existed in line with other Groups when Waiting Lists were held by two Group Leaders covering the same topic since personal issues could arise.

Other comments received under this item were the use of information and display notice boards to give contact details and provide guidance for joining the various activities available.

Reference any information relating to the Beacon system, SI recommended Group Leaders should make contact with a member of the Beacon Administration Team. KS reminded the members present that copies of the Group Liaison Role descriptions would be circulated with the Meeting Notes.

Further Topics which had been submitted for discussion were:

3. How to get members to lead Groups (Warsash & Guernsey):

SI reminded members that a new Group Leader was not expected necessarily to have knowledge of the topic to be covered and their role could purely cover membership administration duties and venue arrangements and therefore In some cases two members could become involved with the Group Leader's role and it was not necessary for a Leader to have access to the web-site, although useful. At the SE Conference it had been reported that as an example a History Group nominated each member to undertake leadership tasks within the Group.

Waterlooville (KS) confirmed that when arranging to set up a new Group meeting requests for Group Leader nominations would be discussed and the Beacon system was a useful asset. If a Group Leader stood down then the result could be closure of the Group if no other member volunteered to undertake the responsibility as the Leader. In certain circumstances the Group Tutor or Teacher is given free membership to compensate for their supportive role and time involved. Regarding the Beacon system it was noted that Group Leaders were unable to add or manage their

membership details and the Group Liaison Officer deals with and holds the knowledge concerning leaving membership data.

Portsmouth: Roles undertaken by Group Coordinators was covered by discussion at new meetings of Groups, Coffee Mornings. When applying for membership the membership form includes a 'tick box' to identify if the member would be interested in undertaking a Group Co-ordinator's role. New members' badges are always issued.

Solent: Welcomes ambassadors to undertake these duties.

Guernsey: The word 'Leader' is not used but the term 'Convenor' is used as acceptable.

SI reminded members to contact the Beacon administrative team concerning procedures for up-dating membership details.

Locks Heath: It was felt that effective use of the Beacon system was recommended with Group Leaders when up-dating membership details and data.

4. How to encourage new groups:

Liaising effectively with group leaders

What To Do When Groups Are Full:

What To Do If There Are Problems with Members in a Group:

It was reported by the Guernsey representative that five full senior French Groups were operating and the suggestion of a hierarchy of names was noted such as – Monday – Wednesday Groups – or -Beginners, Improvers and Conversation Groups and would depend on the Leaders' skills. A Waiting List to be available for a second Group and to offer a different meeting day. It was noted that established Leaders were willing to assist with the setting up of any new Groups.

Further discussion took place concerning possible problems when a member from another Group had sent an e-mail message criticising issues such as a Group leader's management style and it was necessary to offer support to overcome such matters. It was felt there was a need to be aware of any such warning signs of this nature as Group Leaders cannot and should not refuse membership due personal difficulties.

SI suggested that it was necessary for Group Leaders to 'flag up' problems. It was necessary to make use of the Trusts terms of reference and criteria. When a new member joins confidential issues are required and to be respected regarding everyone's views.

For Liaising effectively with group leaders, Sally will ask Beacon about this issue and let us know the outcome.

New Groups: Discussion took place regarding how to identify the need and management for new groups:

Stubbington: Reported that lists were provided including e-mail lists and no start-up meetings identified at this initial stage,

Solent: Issue of Information Boards and details given in Newsletters.

Portsdown: Circulate all members details and welcome views relating to new groups which may be suggested. Use of the web-site is encouraged which also provides hints relating to 'cyber attack' problems.

Solent: Circulate all members the details and the use of the Beacon system was noted. Circulate members also used for lost property items.

Guernsey: Use of web-site encouraged and non-members viewing their web-site also advantageous for this purpose.

Horndean: Limited use of web-site noted but used mostly by non-members.

5. Can a Group Leader refuse or terminate a person's membership of a group?

It was noted that the Group's Executive Committee should be informed of any such problem as there could be some misunderstanding of the issue in question. It was necessary to set up a style of working principles and these to be made available for the attention of each Group. Taster attendance for new members at a Group meeting to be encouraged with membership problems to be identified and managed by the Group's Liaison Officer. It was noted that an initiative for a Group Leaders Workshop be considered as a network project and this to cover the problems and issues of this nature.

There were no matters to be discussed under the 'Any Other Business' Agenda item.

On behalf of herself and all the members present SI expressed thanks to the Waterlooville Group for organising the meeting arrangements, refreshments and facilities which had been most appreciated.

The Meeting closed at 11.58 a.m.



Role Description

Group Liaison

Responsibilities:

- To maintain, manage, advise and help existing interest groups. To be the 'Help Desk' that Group Co-ordinators can contact.
- To develop new interest groups in Waterloo U3A by listening to the needs and requirements of the Group Co-ordinators and the Membership and working with both to ensure that this is achieved. This includes ensuring that a wide and balanced range of interest groups are available, determining where there is a need for new groups, identifying and finding new group Co-ordinators and establishing and supporting them by working closely with them during the initial development of their group.

Tasks:

- Maintain a list of all interest groups. Details to include Title, Co-ordinator, Deputy, Day & Time of meeting, Frequency & Venue. This to be passed to the Webmaster for updating the website.
- Maintain a 'Waiting List' for each group that is full and ensure that when spaces are available they are taken up in chronological order.
- Maintain a 'Wish List' of potential new interest groups for topics that we do not have yet, and publish it in the News Bulletin and at Monthly Meetings.
- Maintain a 'Vacancy List' of groups that have vacancies and publish it in the News Bulletin and at Monthly Meetings.
- Sign all venue contracts used by Interest Groups and keep a copy of them.
- Prepare an article for each monthly News Bulletin and send to the Bulletin Editor.
- Answer any questions and give advice to Group Co-ordinators and Deputies when asked.
- Where possible attend all meetings – Monthly Meetings, Committee, Coffee mornings, Open Day etc in order to communicate on a personal level with as many people as possible in order to keep abreast of the current requirements and any problems of the membership regarding groups, and to encourage members to become Group Co-ordinators.

- Arrange an initial set-up meeting for a new group when the Waiting List reaches a reasonable number. Topics to include:
 - What the group will do and how it will operate
 - Assist the new group in appointing a Co-ordinator and Deputy
 - Arrange day, time, frequency and venue for the new group to meet.
 - Explain that venues may require a contract to be signed by our Secretary to ensure U3A Insurance is in place.
 - Explain financial procedures and to emphasise that groups must be self-financing.
 - Advise newly appointed Group Co-Ordinator of Data Protection/GDPR issues regarding e-mail communication.
 - Ensure that all new Group Co-ordinators and Deputies have a copy of the Groups Code of Practice.
 - Have a full discussion of the Group Co-ordinators' Handbook, with all the relevant and important details of the handbook being considered with the new Group Co-Ordinator and Deputy. Inform them where to find it on our website.
 - Once the group has met for the first time, a follow up discussion to be arranged to see what issues might have emerged that need attention, and to see that the Group Co-ordinator is content with the group.

- Actively encourage individual Group Co-ordinators to submit articles on their activities to the Web Master and regularly review existing articles to ensure that these are current.

- Organise an annual Group Co-ordinators' Workshop. Arrange venue, agenda, refreshments, minute taker etc.

- Organise an annual Evening Meal in November as a 'thank-you' to all our Group Co-ordinators (or deputies) and Committee Members.

- Liaise with Group Co-ordinators and the Membership Secretary to check annually in May that all group members are current members of the U3A. Advise Group Co-ordinators of unpaid subscriptions in their group(s) and ensure action is taken in co-operation with the Membership Secretary.

- Maintain and update any written policy/guidance documentation for interest group Co-ordinators.

- Maintain a list of possible venues for groups, checking availability, facilities & hire costs, and pass updates to the Web Master for posting on the website.

- Pass on to Group Co-ordinators any relevant information issued by the National U3A, promote use of the U3A Resource Centre and give details of the National Co-ordinator for their subject.

*Revised June 2017
Added signing of Contracts Dec 2018*



Havant U3A

Charity No: 115725

Job Description *(DRAFT)*

Interest Group Co-ordinator

1. **The Group Co-ordinator** should be a member of the U3A Committee

(i) Where the total number of interest groups exceeds 20, then two Group Co-ordinators should be appointed.

(ii) The post should be held for a period of time agreed by the Committee.

2. **The Role of the Group Co-ordinators is as follows:**

- Receive requests and / or encourage the emergence of new groups.
- Support the convener in the establishment of the group
- Assist with or arrange initial meeting with interested members
- Process requests via the Committee, for short term 'start up' funding (from General Fund)
- Direct conveners to National U3A and other websites for guidance and ideas
- Make available Interest Group Membership Lists at General Meetings and encourage new sign ups
- Encourage large groups to split
- Ensure that information from groups about trips/ outings is announced at General Meetings
- Welcome and check in members to the General Meetings
- Ensure that all Group Conveners have contact details for their Co-ordinator
- Be available for discussions following each General Meeting
- Deal with group related problems and concerns from conveners (pass all personnel concerns to Chairman) and report back to the Committee

WARSASH U3A

Groups Co-ordinator: Role description

The Groups Co-ordinator is a member of the Executive Committee and is responsible for facilitating the initiation of new interest groups and supporting existing interest groups.

The Groups Co-ordinator attends Executive Committee meetings and supports the activities of the Warsash U3A and the Third Age Trust in accordance with the Constitution and its described aims and objectives.

Main roles:

- 1 Negotiate the timetabling of the interest groups to allow for maximum participation
- 2 Co-ordinate support for new groups or groups that may be in difficulties
- 3 Be the focus for pooling ideas between Group Leaders on all aspects of group co-ordination
- 4 Canvass for new group Group Leaders
- 5 Organise Group Leaders meetings for inter-communication, social and other purposes e.g. discussing new initiatives
- 6 Speak up for and support Group Leaders generally and devise ways for the U3A to show its appreciation of its Group Leaders
- 7 Actively support and encourage Group Leaders to use 'The U3A method' of learning
- 9 Advise, support and help members to set up an Interest Group
- 10 Attend and support the initial Interest Group meeting
- 11 Actively encourage Group Leaders to provide descriptions of their group for website and the Beacon database
- 12 Produce a table of Groups and Group Leaders contact details and email to members on a monthly basis
- 13 Provide reports on Groups activities to the Executive Committee

Updated 9 May 2019

U3A Guernsey 2019

Interest Groups' Coordination Sub Committee Terms of Reference

PURPOSE

To manage all matters relating to U3A Guernsey Interest Groups

COMPOSITION

3 -5 team members, including one representative of the Executive Committee

DEFINITIONS

- To create Interest Groups so that members can pursue an interest together
- To oversee and facilitate the work of the Interest Groups

SCOPE

1. Manage u3aguernsey.groups@gmail.com
2. Manage u3aguernsey.convenors@gmail.com
3. Canvas membership for interests
4. Canvas membership for new convenors
5. Maintain a comprehensive list of Interest Groups and convenors
6. Provide relevant information to convenors
7. Coordinate support for groups as required
8. Organise two meetings per year, for group convenors to pool ideas
9. Organise one social event per year for group convenors to show appreciation for their efforts
10. Liaise with the Executive Committee on all aspects of Interest Groups
11. Liaise with the Media Sub Committee re Interest Groups
12. Negotiate timetabling of Interest Groups to allow for maximum participation
13. Speak up for and support group convenors generally
14. Attend relevant meetings such as coffee mornings and new members' meetings
15. Ensure Groups' arrangements / organisation for health and safety are compliant/with U3A UK standards i.e. venue risk assessments and checklists. Then ensure these are uploaded on to the website and communicated to relevant Convenors.
? Completion of accident forms as needed.

LOCKS HEATH U3A

Charity Registration No 1170681

Groups Co-ordinator – role description

The Groups Co-ordinator is a member of the Executive Committee and Trustee of Locks Heath U3A, and can serve in this capacity for a period of three years from the date of the AGM.

The Groups Co-ordinator attends Executive Committee meetings and supports the activities of Locks Heath U3A and the Third Age Trust in accordance with the Locks Heath U3A Constitution and its described aims and objectives.

Specific Tasks

Provide support to all Group Leaders.

Create Information Boards and take them to the monthly Branch meetings, in order to provide information for all members about the various groups.

Ensure all Group Leaders have the necessary information they need, such as Registration forms, Insurance forms, Accident Claim forms, and Registers, updating the information provided on a regular basis.

Arrange to hold a coffee morning once a year for all Group Leaders to discuss any issues they may have, in order to get to know the Group Leaders (and vice versa).

Take part in an annual meeting for new members, to introduce them to Interest Groups and their Leaders.

Reply to emails received via the Locks Heath U3A website.

Establish that enquirers are members of Locks Heath U3A and deal with the enquiry accordingly. If applicable, pass on to Group Leader responsible. If they are not a member, explain the joining fees, etc. and pass their name to the Membership Secretary.

Keep up-to-date records of all Interest Groups, their Leaders, and the venues and meeting times.

Be aware of the need for new Interest Groups and help form new ones, giving guidance to new Group Leaders and creating an appropriate 'flyer' for new groups on the Information Boards.

Publish details of changes to Interest Groups, or of any new ones, in the Newsletter and on the Information Boards.