**Haslemere u3a**

**The roles of the Group Leader and the Group Organiser**

The joint role of the Leader and Organiser is to make sure that in their group:

* the purposes of the **u3a** are carried out
* administrative tasks necessary to the function of the **u3a** are carried out
* a complete list of group members, with **u3a** numbers and full contact details, is kept and up-dated regularly
* group members are fully involved and informed
* the group’s webpage is maintained as the principal means of communication with group members-this important role can be delegated to another member of the group if necessary
* relevant health and safety procedures are followed
* the Group Coordinator is informed when the waiting list to join the group exceeds more than 5 people

The respective roles of the Leader and the Organiser vary in different groups. In some groups where one person clearly leads, for instance by giving academic in-put as in Latin or STARS, the roles are clearly defined. Other groups are run on a more self-help basis and there is overlap between the two roles. In some groups there are two joint Leaders and no Organiser, or joint Organisers and no Leader; in others one person carries out both roles.

The model you adopt is your choice, but in the division of tasks it is important that each of you take clear responsibility for the specific areas of administration and organisation listed above. In the event of one person’s illness or absence it is hoped that the other will step in to keep the group running smoothly. **For this reason, you both need to keep a complete list of group members with their contact details**.

**It is very helpful if at least one of you uses email and the internet, including the running of your group’s webpage**. This speeds up communication between the committee and the groups, and between you and group members. Reducing printing and distribution of letters cuts down on running costs, which in turn keeps down our membership fees.

# General Information for Leaders and Organisers

There is a dedicated section for Groups on the Haslemere **u3a** web site **www**.**u3asites.org.uk/haslemere** which we hope will be helpful and provide you with all the practical information you might need to run your group. You will find downloadable forms for carrying out your administrative roles, first aid information, guidance for the use of the Haslemere Hall and an accident report form. There are also website guidelines to help you to manage the activity of your webpage.

Please do look at the main web site regularly as information about the activities of the **u3a** including the monthly meetings, term dates, full lists of groups with times and dates, activities in neighbouring **u3a**s, and regional and national events etc are posted there and up-dated regularly. It also gives you contact details of committee members.

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# Attendance forms and fee collection

At the beginning of the academic year you need to download an Attendance Register from the Groups page of the Haslemere **u3a** website. You will find full details and instructions for its completion and for the regular collection of fees and their submission at the end of each term**. It is important that you carry out the following tasks with rigour and accuracy:**

* fill in a list of group members on the attendance form (for insurance purposes and to enable coronavirus track and trace to be carried out)
* enter full contact details for each member
* ask to see each membership card and enter the number on the attendance register
* give members a list of the dates and times of your meetings
* collect and record the relevant fees

# Accommodation and dates of Group Meetings

Accommodation is booked by the Accommodation Officer who will give you a complete list for your Group for the year. There will sometimes be an occasion when you want to add, alter, or cancel a group meeting. In this case **please contact the Accommodation Officer** **and do not either try to make or cancel a booking yourselves.** The sooner bookings or cancellations are made the easier it is to organise the change and hence less chance of the U3A being charged for accommodation which is not used. We do, of course, recognise that in the event of illness or adverse weather conditions this is not always possible. **If a venue needs to be cancelled at short notice, and you are unable to contact the Accommodation Officer,** please notify the appropriate person at your venue and email the Accommodation Officer with information about what has been done.

**If you do need to cancel, add or alter a date it is your responsibility to notify all members of the group as soon as possible.**

# Help

Remember that if there are problems with the running of the group, then the role of the Group Coordinator is to help as much as possible. If the problem is urgent, and you cannot contact the Group Coordinator, then please contact the Chairman or any committee member.

**Most importantly, thank you for taking on this role.**

**Without you Haslemere u3a could not function.**

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