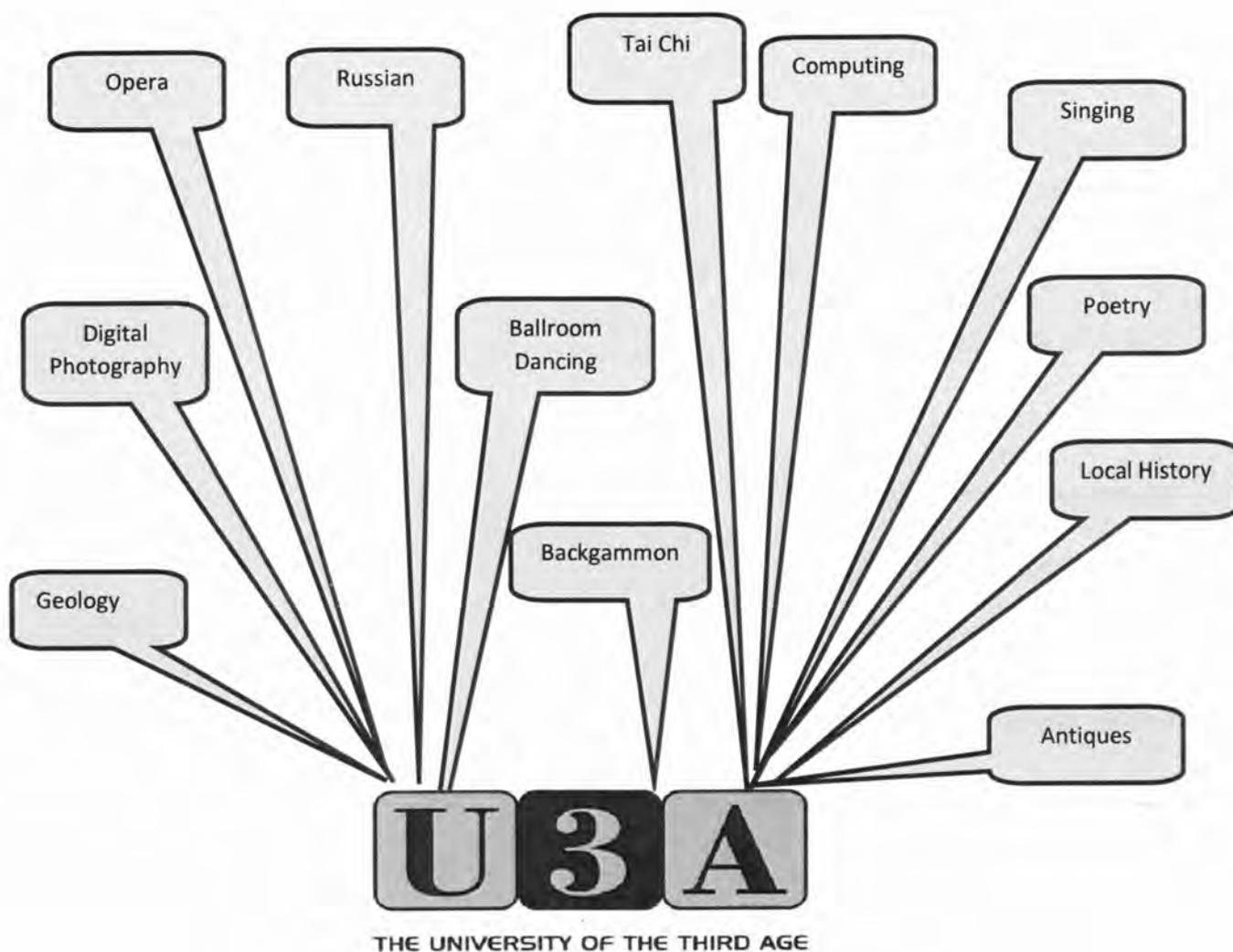


Interest Group Leadership

A guide to starting, running and leading an Interest Group



Interest Group Leadership

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Interest Group Leaders!

This is a general guide for **Leaders of Hillingdon U3A Interest groups**. The running of a Group and its administration can vary greatly, depending on its needs. If there are any omissions or errors that affect your Group, please advise the Interest Groups Coordinator (IGC). These will then be considered for inclusion when these notes are updated.

What is an Interest Group Leader?



You don't need to be a genius, a school teacher or possess magical powers to be an **Interest Group Leader**, but the role is **vitaly important**.

The U3A is mainly a collection of Interest Groups and without Group Leaders it couldn't really exist. Being a Group Leader always involves a certain, usually modest, amount of organisational and administrative work, but also gives a lot of satisfaction and enjoyment, plus the added incentive to pursue your interest.



Interest Groups are members of a U3A who choose to **pursue an interest together**.

The size of such Groups may vary from as few as two or three to hundreds. The way each Group operates, its choice of venue and subject matter, is determined by the Group members themselves, operating within the rules of its U3A.



The guidelines below are intended to help you address any issues you face – taking over the leadership of an existing Group or starting a new one. They start off by looking at the day-by-day role and responsibilities of the Interest Group Leader, and then lead on to a more detailed look at some aspects of the role. If you find they are insufficient for your needs then don't hesitate to speak to your **Subject Area Supervisor (SAS)**. [Contact details of all SASs are shown in the Groups' Diary at the back of each U3A Newsletter].

Note that in some of our new Interest Groups the leadership of the Group is shared by a small Coordination / Management team. For U3A contact / communication purposes one of these coordinators is designated as Interest Group Leader, but the carrying out of the role as defined in this Guide is spread across the members of the Coordination / Management team.



for volunteering.



THE UNIVERSITY OF THE THIRD AGE

The Third Age Trust

Our parent organisation is an excellent source of all kinds of information and material which you may find useful in your Group activities. It publishes a Newsletter, **Third Age Matters**, four times a year, and has a website, www.u3a.org.uk, which we recommend you visit. Note that the Third Age Trust issued an **Advice Note on Interest Groups** in May 2011. A copy of the booklet "**More Time to learn**", published in July 2014 may also be of help, though bear in mind that different U3As may use different terminology about aspects of what they do, as well as having different ways of doing things.



Hillingdon U3A

The Third Age Trust is a Registered Charity (No. 789.768.09) of which Hillingdon U3A is a part. We are also registered as a charity in our own right (No. 1086758).

Hillingdon U3A is run by an elected **Management Committee** in accordance with its own written constitution. All elected Committee members are automatically deemed to be Trustees of our U3A and must comply with the terms set down by the Charity Commission for the proper management of assets.



The role and responsibilities of the Interest Group Leader



The most important role of an **Interest Group Leader** is to help the Interest Group to achieve its ambitions through pleasurable learning and social experiences.

The Interest Group Leader provides leadership to members of the Group in developing their common interests in the defined purpose for which the Group was formed, and, at the same time ensures that the Group is organised and run within the objectives and spirit of the Hillingdon U3A.

The **Subject Area Supervisor (SAS)** is the first person an Interest Group Leader should consult if he or she has any questions about Group matters and is a key person in helping new Interest Groups to get started. The contact details for the SAS are given in each Newsletter.

The SAS will provide advice and help on group matters or will refer the leader to someone who can, normally the Interest Groups Coordinator. In turn, the Group Leader must keep the SAS informed of any changes made in the running of the group – changes of venue or meeting dates, for example, so that he/she can update the various Committee members who need to know. It is particularly important to let the SAS know if the Group Leader plans to step down, the Group is almost full or if the group is being wound up.

Running the Interest Group

All Hall hire and subsequent amendments or cancellations must be arranged through our **U3A Hall Booking Manager**, who is responsible for agreeing venue costs, making actual bookings and receiving and approving all invoices for payment. **Hillingdon U3A will pay for up to 24 bookings per annum;** the Interest Group is expected to pay for any beyond that number of bookings. In the August timeframe the Interest Group Leader should be working with the Newsletter co-editors who will create the **Interest Groups Diary for the following year** and will liaise with the **Hall Booking Manager** concerning the following year's required Hall bookings.



Other than coverage of the cost of any Meeting Hall funded by Hillingdon U3A all groups are self-financing and **all group members** must pay their share of the group expenses. **The Interest Group leader should not be out of pocket because of running the Group.**



The Interest Group Leader is required to **keep a record of the membership of the group** – e.g. name, U3A membership number, phone number, email address, and perhaps an emergency phone number.

The Interest Group Leader is required to keep an **Attendance Register on a U3A yearly basis**. This not only fulfills health, safety and insurance requirements, but is also a useful record for analysis of attendance.



Interest Group Leaders should encourage their members to follow certain standards of **Group etiquette** in the areas of attending meetings on time, respect for other Group members, fairness of opportunity to put all points of view and areas of interest, advising the Group Leader of planned absences from Group meetings or any plan to leave the Group etc. Please see the section below that further explores Group etiquette.

In some Interest Groups there may be a variation from novice to skilled/experienced member. The Group Leader needs to pitch the meeting content so that it is not too advanced for beginners to feel lost yet does not bore the experienced member; alternatively, run the meeting in separate streams or give extra tuition to the novice. Special attention in this respect also needs to be given to pacing the introduction of a new member into the established Group.

The Interest Group Leader needs to check at the start of each U3A year that **all Group members** have a **valid membership card**, as only current members are covered by our insurance policy. This membership check also needs to be applied to new Group members who join later in the U3A year.



Though not mandatory, it is recommended that a **Deputy Group Leader** is identified, who can assist with running of the Group and also deputise for the Group Leader if he/she is unavailable.

An important and regular aspect of the Interest Group Leader's role is to **make contributions to our Hillingdon U3A Newsletter and our website**, thereby keeping all U3A members informed of the activities of each Group. This information should be submitted to the **co-editors of the Newsletter**, with a copy to the SAS responsible for that Group.



The Interest Group Leader should advise the responsible SAS if the **Group is getting "tight" in membership** and there are interested prospective members that cannot realistically be accommodated. The Group Leader and SAS can then consider together what appropriate action can be undertaken to look at forming a new Group. The Group Leader should be able to identify potential candidates who may be suitable to establish spin-off Groups.



Where money needs to be collected, Group members should be asked to use **cheques made payable to Hillingdon U3A**, enabling a full audit trail to be maintained. This does not apply to small miscellaneous amounts for items such as teas and coffees.



Where **payment/reimbursement** is required, the Interest Group Leader should submit a detailed **expense claim, or the related invoice, to the U3A Treasurer**, who can then make the appropriate payment and maintain a full audit trail.

Group Leaders should familiarise themselves with our **Hillingdon U3A financial and other operational procedures and practices**, see later in this Guide, also obtainable from our website or from the SAS responsible for this Group's subject area.

Group Leaders may sometimes want to **copy or scan copyrighted printed material** for use in their group activities. The Third Age Trust, the national body for all U3As, no longer has a copyright license covering all U3As. In view of this, you are allowed to use single copies of written, theatrical, musical, artistic or photographic work in your group as long as this is accompanied by an acknowledgement of the source. The distribution of multiple copies is forbidden. There is no exception for educational purposes.



At every meeting the Interest Group Leader should have a copy of the **Accident Report Form** available. In the unlikely event of an accident, the form should be completed by the Group Leader and the person sustaining the accident, and the form then submitted to the U3A Business Secretary. A copy of the Accident Report Form is available on our website.



To ensure that **any Interest Group visits or activities** beyond normal planned meetings are covered by U3A insurance protection, the Interest Group Leader should notify details of the event and any related financial payments in advance to our **Committee Secretary**.

Every member of every U3A in the country is covered by an **insurance policy taken out by The Third Age Trust**. This is known as Public and Products Liability Insurance. It insures a U3A member against compensation claims arising from injury or damage to property suffered by a third party, or claims arising from the failure of a product, for which failure a U3A member is held to be legally liable. The Third Age Trust also provides limited Money Cover insurance, Charity Indemnity Insurance for trustees and Tour Operators Liability where a short study trip including an overnight stay is involved. This is only a **brief description of the insurance available and is in no sense authoritative**. The Third Age Trust has circulated to all U3As a **short booklet of the available insurance cover** and a copy of this can be supplied to any Interest Group Leader on request.

Interest Group Leaders should from time to time reflect on the **quality of the experience being offered to those attending their Group meetings**, perhaps aided by an appropriately worded questionnaire to members that could cover some or all of the following questions:

- Is the subject matter and format of the meetings right?
- Is the frequency, length, time of day of meetings right?
- Do members enjoy the sessions?
- Do members feel that they benefit from the sessions?
- Is there enough variety in the approach taken?
- Is the level of study appropriate for members? Is it too demanding, or too basic?
- Are the topics covered in the way in which members anticipated?
- Is the Interest Group meeting its goals? Or do the goals need to be changed?



- Is it time for the Interest Group to move on to a new, but related, area, or to examine a topic from a different point of view?
- What would they change?
- Should the Interest Group work towards sharing its work with other U3A members – perhaps publishing a booklet, adding something to the website or preparing a presentation for a wider audience? Are there spaces for new members?
- Is there a waiting list of people waiting to join? (If so, this should be discussed with the Subject Area Supervisor, as it may be possible to start a new Interest Group.)





Resources for Interest Group Leaders



These will assist the Interest Group Leader and his/her team to plan and run Group meetings and projects. More details on each of these items can be obtained from the appropriate Subject Area Supervisor or the Interest Groups Coordinator.

The Resource Centre. The Resource Centre is a collection of non-book materials such as slides, audio cassettes, CD-ROMS and DVDs on subjects studied by U3A members. This material is made available for short loan periods of three weeks to any Group Leader or member who would like to use them in support of their study. The loans are free, as are the outward postage costs and the borrowers are only required to pay the postage for returning the item at the end of the loan. The library of items in the Resource Centre has been built up during the last few years mainly with the aid of lottery grant funds. A catalogue of these items is available from the Resource Centre at resource.centre@u3a.org.uk or on the U3A website.



OpenLearn at the website openlearn.open.ac.uk (or from the OU's website). The OU has put over 2500 hours of study material on the web, free over 400 units in 12 topic areas, Units take between 4 and 16 hours of study. U3A members can study them individually or as part of a group.



'SOURCES'. The Third Age Trust publishes an educational bulletin called SOURCES. It seeks to provide to U3A members on how self-help learning is undertaken by other U3As and advice on learning and sources of information more generally. The magazine is also an important forum for the exchange of ideas on Learning Support.



National Subject Advisors. For many of the subjects studied by U3As there is a National Subject Advisor, who is a subject specialist and who is willing to share their knowledge and experience. They may offer a range of assistance including start-up leaflets, newsletters, study days, email consultations, etc. and information volunteered by group leaders in other U3As.

Study Days. When resources permit, Study Days are organised on particular themes, which enable participants from U3As around the country to study aspects of a subject in depth.



Summer Schools. Each year the Third Age Trust organises one or more Summer Schools which again give U3A participants the opportunity to explore a chosen subject in some depth while enjoying a residential experience.

On-Line Learning. On-line learning courses specially written by U3A members are now available on a variety of subjects. This is a co-operative activity organised with the Australian and New Zealand U3As. Both tutored course and downloadable self-teaching materials are now included.

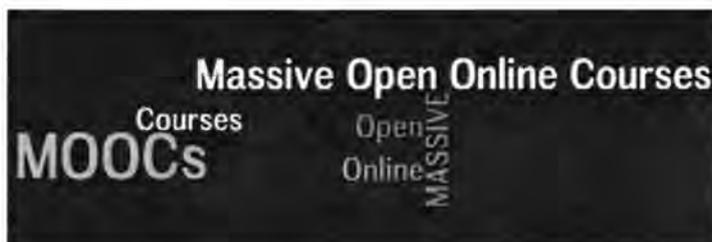
Learning Support Group. This is a recent development specifically set up to support differing learning structures and practices for different types of subject groups.

Also, don't forget your peers, **Interest Group Leaders in other U3As.** Most have a website with contact details. Plagiarise their good ideas where appropriate!



And now there are MOOCs

Our U3A is always on the lookout for **quality materials to support our Interest Group Leaders in covering Group subjects.** As stated earlier the Third Age Trust has a large portfolio that is available to any U3A member via the national website."



Organisations such as the BBC have long had online courses across a broad range of subjects. YouTube yields an amazing range of videos covering a whole range of both practical and academic subjects.

These online materials can be used by individuals to develop their understanding and knowledge, or by a whole Interest Group as they participate in shared learning.



The world of online learning has been developing at a great pace. The latest innovation is MOOCs. **MOOC stands for Massive Open Online Course.** MOOCs are **high quality, multimedia courses** produced by leading universities around the world **delivered to the desktop** via a browser – and they are **completely free.** They cover a wide range of subjects from poetry to quantum mechanics and dinosaurs to philosophy and range in length from a couple of weeks

to several months. The first MOOC ran in 2012 and was expected to have 2,000 students. It had 156,000. One provider in the US now has over 5 million students around the world on 535 courses from 107 partners in 12 different languages.

There is an article on MOOCs on p31 of the winter 2015 edition of *Third Age Matters*.



The main providers have been edX and Coursera in the US; and in the UK there is FutureLearn, part of the Open University, which claims 2.6m people have learned with them.

Some members of our U3A are already using MOOCs for Philosophy, Guitar and Linguistics. As an example, some members of our Linguistics Group joined some 12,000 people worldwide taking a Linguistics MOOC, which is produced by the University of Leiden in the Netherlands. This MOOC was reported as "Excellent multimedia course content, professionally produced, plenty of real world examples, supported by an online forum and



Facebook page....and of course you can watch and listen to any module as many times as you want if you don't quite understand something!"

Interest Group Leaders are encouraged to explore the world of MOOCs and how they can further the goals of their Groups.

Forming a new Interest Group

Japanese

New Interest Groups are always welcome. There is a great deal of help and support available to anyone who wishes to develop an interest, which is not currently catered for within our U3A, or to start a second Interest Group if the existing one is full.

It usually becomes apparent that an interest exists as a result of a conversation between members or a suggestion from a member who would like to learn about a certain topic. Let's call this person the **originator** of the idea for a potential new Interest Group.



The originator should approach the **Subject Area Supervisor (SAS)** responsible for that general area (e.g. languages, history, etc.), who will offer advice and practical assistance as necessary. The originator can put an idea for a new Interest Group forward even if he/she feels unable to progress it, as someone else may do so.

Pilates

The SAS will work with the originator and the **Interest Groups Coordinator** to define the aims and objectives of the Group and to co-ordinate promotion of the potential new Group to members in our U3A Newsletter, and also on the website. The Interest Groups Coordinator will also plan to make an announcement at the U3A **Monthly Meeting** to canvas interest (as well as cover in the monthly Management Committee Meeting).

As early as possible the originator/SAS can **start a list of interested potential members**. There may be enough names to move forward immediately or there may be a need to remind members over a period of several months before enough names are gathered to sensibly hold an initial meeting.



be

German

Once there are a number of people interested in the new Group, the **SAS should set up an initial meeting of all interested parties** to discuss the way forward, including who (one or more) will take Group leadership and coordination responsibilities.

This meeting should cover at least the following areas:

Goals: What the new Interest Group should aim to achieve over a period of time to satisfy the needs of all of the members wishing to join the Group. Group members need to agree, and compromise may be required.

Format and content of the Group's Activities: When, where and how often the Group will meet: the structure of each Group session: contributions expected from each member: use of outside speakers: visits to external places: use of audio / video / online / printed materials: the mix of presentations / discussion / etc.

There are as many ways of approaching the establishment of a new Interest Group as there are people to run them. Groups will vary greatly both in format and in style. Some Groups benefit from expert input, whilst others rely on input or participation from all the Group members. The Interest

Group Leader can lead from a position of subject knowledge, or alternatively perform the role of convener of the people and other resources required to run a program of successful meetings. Some Groups operate on the basis that members take turns in organising meetings, perhaps researching a topic and introducing it to others.

Origami

Bridge

It sometimes happens that there are a small number of people who wish to learn a particular subject for which no leader/tutor is currently available or is required. In such cases it is possible for the Group to learn on their own, guiding each other.

This method has been used, for example, with foreign languages especially if appropriate videos, online courses and books are available. Quite often a leader/organiser will then emerge after the group has been operating for a while.

There are also Groups that require minimal organisation, such as those where members come together to play a game, possibly scrabble or mah-jongg.

The Committee needs a nominated Interest Group Leader as a contact point for the rest of our U3A; however one individual need not and should not take Group Leadership responsibility for the **whole** activity of a Group. It is much better to **share responsibility** – other members can help to arrange outside and internal speakers, prepare some part of the subject to be studied, prepare the meeting room, produce the refreshments, etc., and the individual acting as telephone and/or newsletter/website contact need not be the Group Leader.

Cookery

A **meeting venue** for the new Interest Group needs to be determined. Some groups are able to operate from members' homes; others will need to hire suitable premises. The SAS can help with suggestions for appropriate premises, in conjunction with our U3A Hall Booking Manager. **Information about the new Group needs to be passed to the U3A Newsletter co-editors and the U3A website manager.**

Interest Group Etiquette



The vast majority of U3A groups are successful and happy, but we are none of us perfect, and very occasionally the Interest Group Leader will need to be alert to things going awry within the group.

One very dominant member may be upsetting to others.

Other difficulties might be caused by the occasional use of disrespectful remarks, or dogmatic views strongly expressed without evidence to support them.

People who are keen to express an opinion may not wait until the presentation is finished before interrupting. The group may appear to be 'stuck in a rut'.

Or it may happen that attendance is dropping for no obvious reason. It is perfectly reasonable to ask people why they are unable to attend regularly.

If a group member attends only rarely, it may be appropriate to discuss with them whether they want to continue with the group, especially if the group has a waiting list. All such difficulties will need to be dealt with in a sensitive and tactful way, but may sometimes need a firm hand. Sometimes the group will find a communal way to solve such difficulties.

So ground rules should be established and agreed by all Group members:

Any member wishing to join a group should contact the Group Leader to see if there is a place available.

No member should turn up at a group meeting without notice.

When a member joins a group they are required to show their membership card to the Group Leader, so their membership number can be recorded in the group register.

This will also apply when subscriptions are renewed each year.

Meeting punctuality should be observed.

Any member who is unable to attend a Group meeting should let the Group Leader know.

All members deserve the right to be given the time and opportunity to make their points and provide their input.

All members should show due respect to speakers and presenters, whether internal or external

Any member who decides to leave a group should advise the Group Leader so that their place may be made available to someone else.

If an Interest Group member has not made contact with the Interest Group Leader for **three meetings**, it is assumed that he/she no longer wishes to be part of that Group and **may forfeit his/her place in the Group**. It is assumed that the Interest Group Leader has also made reasonable attempt to establish contact in the three meeting timeframe.

Handling Interest Group Member Situations

Most Interest Group Leaders never have a problem; the following is given in the unlikely event that you do encounter one.

Common Issues Arising In Interest Groups



All members should be encouraged to participate in Group **discussion**. Active participation brings out **different viewpoints**, and shows that individuals are thinking for themselves.

All Groups are different. On most occasions everyone is in accord, they enjoy each other's company and the experience of learning together.

However, if the topic becomes threatening or emotive, or demanding of intellect or time - people do feel anxious and tend to disagree with each other vociferously. If this happens, try to consider all the points of view and find a common solution all can accept - even if it's agreement to disagree.

Digression can be a problem and care should be taken in allowing it to continue. However, always be aware that some digression can be useful and worth following up. The Group Leader will need to make a quick decision as to whether to use it or bring the discussion back to the subject.

It is very likely that the Group leader will soon get to know the people who are most likely to take the discussion off on a digression.

From time to time there may be **personality friction**.

We all aim for supportive groups of people who are involved in learning the topic together, who enjoy each other's company and are progressing with their individual aims and interests.

However, remember that you cannot win them all! Some individuals never 'gel' into a Group - there may be many reasons: differing goals, warring personalities, etc. If you find yourself leading such a group, tell them how you view the situation and suggest that they discuss what they wish to do about it.

The Group Leader shouldn't be hesitant about raising his/her concerns - some of the most cohesive groups have had to go through this stage before harmony is achieved!

If the Group leader feels that the Group is losing confidence in him/her as a leader, he/she should discuss it with the Interest Group Coordinator.

The Interest Group leader should try and ensure that all members **participate in Group discussion**. Some people will be more active than others. Some will rarely speak. Too much from one person is not good. It can leave very little else for others to say and the majority will get very frustrated. A member who never speaks might well be getting much benefit from the discussion - bear in mind that some people prefer to listen and provided they are given opportunities to contribute if they wish, their wishes should be respected

Dealing with more Serious Issues

Procedure for settling any disputes within an Interest Group



It is to be hoped that in such an informal organisation there will be very few instances of needing to consider procedures for any disputes between Interest Group Leaders and members, but these guidelines have been developed in line with employment procedures for any such eventuality.

In the event of an Interest Group Leader having serious difficulties with a member of his/her Group, the following steps should be taken:

1. In order that the member is made aware of the difficulty, the Interest Group Leader must discuss the areas of concern with the individual. At this time the member should also be given the opportunity to respond. The Group Leader should indicate the behaviour that is unacceptable and request an immediate improvement, while taking account of member's point of view. If desired, the SAS and/or the Interest Group Coordinator can be present at this interview.
2. Should the unacceptable behavior continue, the Group Leader will then (if they have not already done so) discuss the difficulty with the responsible SAS to see whether a solution can be found. If necessary, the SAS will intervene at this stage.
3. If the problem remains and the Group Leader wishes to exclude the member, the Interest Group Coordinator (and hence the Committee) should be informed of this decision. They will also require the facts as to why this step became necessary.
4. The member has the Right of Appeal to the Committee.
5. Members of the Committee (preferably the Chairman and Secretary) will, if necessary hear both sides of the dispute, attempt to arbitrate and, if necessary, make a fair decision on the expected outcome. NB: In the case of theft or other criminal offences there is an automatic right to exclude the offender and report the offence.



Hillingdon U3A Financial and Other Procedures and Practices

This section sets out a series of scenarios and describes the procedure that should be followed for each one. These are not exhaustive because each InterestGroup will have its own peculiarities, but it is hoped that they will provide a set of models that can be used and adapted to suit each situation.

Payment for Meeting Refreshments:

It is normal practice that where refreshments are provided for InterestGroup meetings, the member(s) providing them shall be reimbursed for their cost. This is usually done by the group members making a small contribution to cover this and there is no need for such payments to be accounted for.

Kitty for Incidental Expenditure:

Interest Groups will often incur incidental expenditure such as for stationery, books, small items of equipment, or for a fee to a speaker to give a single talk to the group. To cover this expenditure it is appropriate for the Group to establish a "Kitty" where each member makes a small payment at each meeting. The "Kitty" should be administered by 2 (or more) members of the Group who should keep an account of the amount paid in and the expenditure incurred, to show to other members if requested. Whenever possible, receipts should be obtained for expenditure items. The amount held in the kitty should not be allowed to become more than that which will be needed for the following 3 months. Members should be given a payment "holiday" if the amount rises above this level.



The accounts will not be included in the Hillingdon U3A Annual Accounts, but a copy should be given to the U3A Treasurer once a year "for information".

Supplementary Expenditure:

It is the policy of Hillingdon U3A to pay the cost of room hire for larger Interest Groups, if necessary, for up to 24 meetings a year. Some Groups meet more frequently and the Group members pay the extra costs themselves. When this and smaller regular expenditure occurs, either the leader or a member of the group should be identified as a treasurer and be responsible for collecting the payments and keeping a set of accounts. As the collections build up, amounts should be passed to the U3A Treasurer who will pay the additional expenditure. Not more than £100 should be held in cash by the group's treasurer unless a higher amount has been agreed by the Hillingdon U3A committee. At 3 monthly intervals the group's accounts should be passed to the U3A Treasurer. In addition a set of accounts for the whole year should be given to the Treasurer in the first week of January.



The Interest Group's accounts will be included in the Hillingdon U3A Annual Accounts.

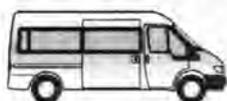
Interest Group Visits to Exhibitions Involving an Entrance Fee:

Members may decide to go together as an Interest Group to an exhibition which charges an entry fee.

Methods of payment:

- i) The money should be collected as cheques, payable to "Hillingdon U3A", by an Interest group member and given to the Hillingdon U3A Treasurer who will issue a cheque for the purchase of the tickets – this is the preferred method.
- ii) In cases where tickets have to be purchased on-line or by telephone or in advance (e.g. for group discounts) by an early date, it is permissible for a willing Interest Group member to use a credit card for the purchase. The person buying the tickets must receive payment from each individual before the tickets are bought to protect him/her from financial loss.

Interest Group Visits Where Hillingdon Community Transport (HCT) Is Used:



The use of HCT must be paid for by the Hillingdon U3A Treasurer. The cost should be met by members giving an appointed Interest Group member their share of the cost, ideally in the form of individual cheques payable to "Hillingdon U3A".

These cheques and any cash payments should be passed to the Hillingdon U3A Treasurer for banking and subsequent payment.

Interest Group Visits & Other Activities with Only U3A Members Participating:

There are two scenarios for this situation:

- 1) Some Interest Groups may decide to take part in a visit or activity requiring the payment of money (e.g. for hire of a coach and/or entry fees). Such visits will be official Hillingdon U3A ones and covered by the insurance provided by the Third Age Trust only if the following conditions are met:
 - i) All those taking part are U3A members.
 - ii) visits are properly costed and the costings approved in advance by a Hillingdon U3A committee member
 - iii) all payments are made through the Hillingdon U3A Treasurer.
 - iv) members pay by cheques made payable to "Hillingdon U3A".

Note: If a visit/activity does not involve any payment and condition i) above has been met, a nominated member of Hillingdon U3A committee shall be given details of it prior to the date on which it takes place.



If vacancies exist they can be advertised within the U3A organisation (e.g. monthly WCH meeting, website, newsletter) and can be taken up by U3A members outside the particular study group. If the number of vacancies which make a visit financially viable can only be achieved by regularly including non U3A members, the visit must be treated as described in section (2) below. However if it could be made financially viable if up to two non U3A members were included on a single occasion, this situation should be discussed with a Hillingdon U3A committee member.

- 2) A group of friends who are all members of Hillingdon U3A (who may or may not be members of the same Interest Group) may decide to make a visit or take part in some other form of social activity. If they organise everything for themselves (such as hire of a coach, use of the services of a third party, collection and payment of all monies to a third party) such that all the conditions in section (1) above are **not** met, this "friendship" visit/activity will **not** be an official Hillingdon U3A one and will not need to be reported to the Hillingdon U3A Committee.

This means that the following limitations will apply:

- i) The visit will not be covered by the insurance provided by the Third Age Trust and those taking part will be responsible for ensuring that they have adequate insurance cover.
- ii) Hillingdon U3A committee will have no responsibility for the reasonableness of the costs or for any loss of money which may occur.
- iii) If such a visit or activity is discussed as part of a Hillingdon U3A Interest Group meeting, those organising this type of trip and the Interest Group Leader shall ensure that everyone taking part in the visit understands that these limitations will apply.
- iv) Visits cannot be promoted in the Hillingdon U3A Newsletter (including in the Diary), on the website, or at a monthly WCH meeting.
- v) Visits cannot be reported subsequently in the Hillingdon U3A Newsletter

Visits and Other Activities with U3A Members and Non U3A Members Participating:

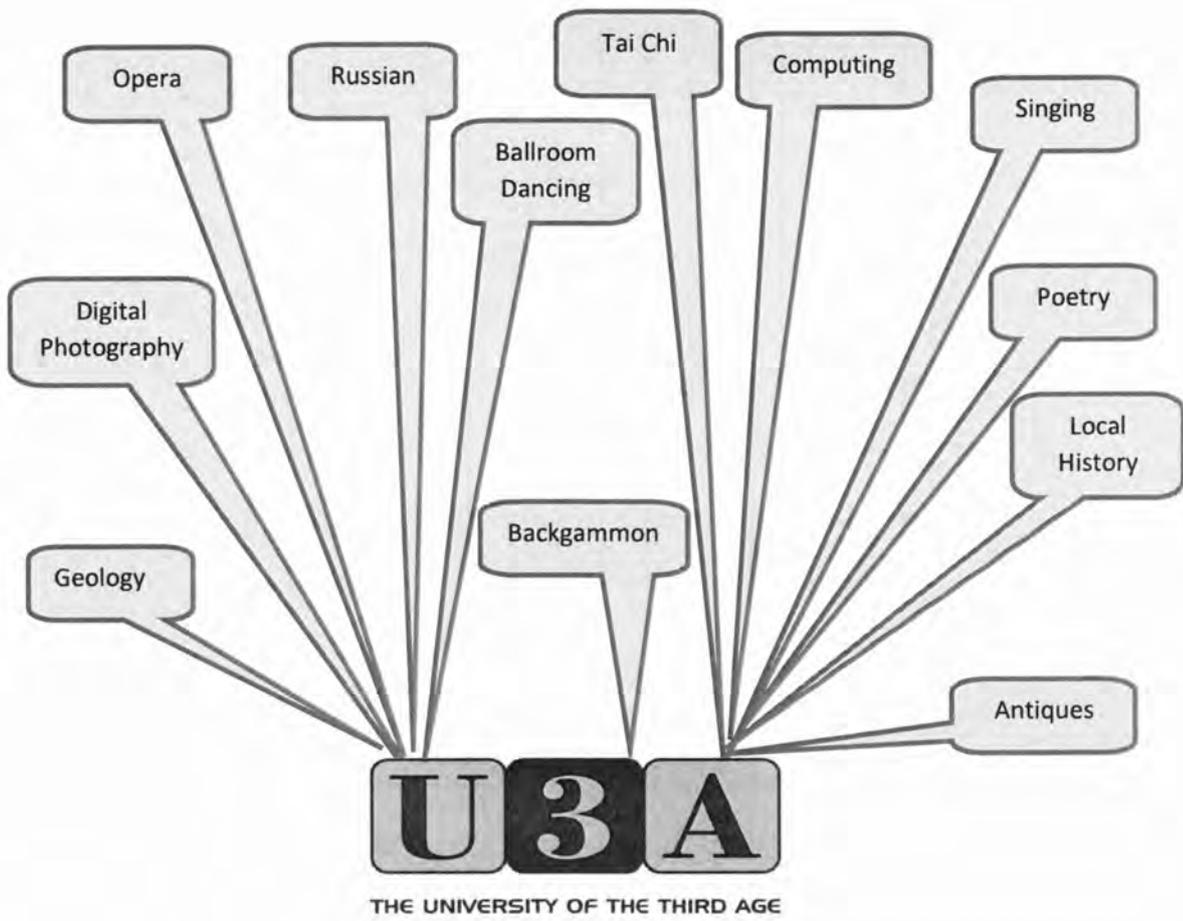
From time to time some members of an Interest Group may decide to take part in a "friendship" visit or activity that incurs expenditure (e.g. hire of a coach, use of the services of a third party, collection and payment of all monies to a third party) and which **involves the participation of people who are not U3A members.**

This will **not** be an official Hillingdon U3A visit or activity and the limitations in section (2) above will apply. The visits do not need to be reported to the Hillingdon U3A Committee and they will not be the responsibility of the U3A in any way.

U3A Centrally Organised Day Trips, Holidays and Theatre and Concert Visits:

Separate procedures apply to these events.





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