

HOPE VALLEY U3A

Interest Group Policy

1. Role of Group Co-ordinators

- To support and advise on setting up new interest groups
- Negotiate timetabling of groups to enable maximum participation
- Co-ordinating support for groups
- Focus for pooling ideas between group convenors on all aspects of group co-ordination
- Canvassing for new group convenors
- Supporting group convenors
- Liaising and reporting back to HV U3A committee on all aspects of interest groups

1.1 Contact details

The Group co-ordinators are: Elaine Millard and Frances Betteridge

The contact email is: **HVinterests@gmail.com**

2. Group Convenor

All groups will need a named group convenor/s as the key point of contact.

Group convenors and group members are referred to the documents below:

- a) HV U3A Interest Group Policy
- b) Booklet – Interest Groups
- c) Advice Sheet 14 - For Group leaders/Co-ordinators/Facilitators

2.1 Role

- To keep an up-to-date list of group members and contact details
- To ensure that all members of the group are members of HV U3A (see below about leeway for potential members)
- To guide the group through a course of study
- To control the session in respect of timing and content

- To ensure participation of group members in the effective planning and running of the group
- To report to their nominated group co-ordinator progress and any major changes to the group (e.g. major changes to management and focus of the group)
- To seek advice and support from group co-ordinators when appropriate

3. Forming a New Group

Any member of HV U3A can convene and form a new group. A group is defined as two or more members getting together to share a common interest.

Member/s wishing to start an interest group should contact the Group Co-ordinators on hvinterests@gmail.com giving their contact details.

Following discussion with one of the group co-ordinators, an announcement will be made at the monthly meeting asking those interested to sign up with their contact details and agree between them (at the meeting) a place and time to meet together.

At the meeting the group will give one of the group co-ordinators the contact details of person agreeing to convene the group.

A notice will be circulated in the newsletter with the contact details (ideally email) of the group convenor asking for other interested members.

4. The First Meeting – Setting the Framework

- Framework/scope of the interest group – what do members want to do?
 - Setting Goals
 - Common knowledge and skills available within the group.
 - Expertise in the group
 - Suggestions
- Running the group
 - Confirm group convenor
 - Where and frequency of meeting
 - Allocation of tasks
 - Communication (e.g. telephone tree or group email)

5. Joining an Interest Group

A list of current groups will be kept on the HV U3A website (when established).

See above for forming a group with inaugural members.

Members of HV U3A who wish to join an interest group already in existence should contact and discuss with the group convenor.

At the group convenor's discretion (and with discussion with one of the group co-ordinators) there is leeway for a non member to attend one meeting for them to try out whether they wish to become a member.

Depending on the type of group, and at the group convenor's discretion, there may be a limit to the number of people who can join. E.g. if the group is embarking on a particular course of study.

FA Betteridge

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