



## QUICK CHECK GROUP LEADER GUIDELINES LEDBURY & DISTRICT U3A

As well as meeting with your group regularly, there are a few administrative duties which need to be done. All or any of these may be carried out by any member of the group, but please ensure that someone is overall responsible for their completion. More details can be found under the relevant headings in the full guidelines. Each group has a printed copy. There are links to the full guidelines and to various helpful documents on the website [www.u3asites.org.uk/ledbury](http://www.u3asites.org.uk/ledbury)

1. Make a list of all members with their contact details and, if possible, their U3A number.
2. Keep a register of attendance and fee payments. Meeting Fees are set by the committee and are currently 20p per member per group attended, but this will be more in certain circumstances (e.g. to cover hall hire). Hosts need not pay. Meetings cancelled (e.g. bank holiday dates) should be entered on the register as 'nil attendance'. Members and non U3A members have an entitlement to a free 'taster' session.
3. If the group wishes, arrange for tea/coffee and biscuits for each meeting. Decide with the group how this will be paid for, ensuring any monies paid only cover the cost.
4. Pay the group meeting fees to the Treasurer at least quarterly, (Oct: Jan: Apr: July/15th Aug latest) together with a record of attendance (including nil attendance dates) using the paying in form supplied, by BACS or by cheque (payable to Ledbury and District U3A)
5. Submit an entry for the newsletter to the Newsletter Editor, before the deadline published on the back page of each newsletter. This information will be used to update our website.
6. Check the membership annually, prior to the Enrolment Meeting, to ascertain if infrequent attendees wish to remain in the group. This will clarify if you have space for new members.
7. Attend the Enrolment Day Meeting annually, together with another group member if possible, with some information on your group's activities displayed to promote interest in the group and attract new members. If you cannot attend yourself, you must arrange a group member to take your place.
8. Send a list of all current members with their contact details and, if possible, their U3A number, to the Membership Secretary annually by early November.
9. Notify the Membership Secretary if a member of a neighbouring U3A, who is not a member of Ledbury & district U3A, attends your group.

10. Attend the group leaders' meeting twice a year if possible, or arrange a substitute from the group.
11. Arrange for your group to take its turn to serve refreshments at Monthly General Meetings, in accordance with the rota published in the newsletter.
12. If a member stops attending, try to find out why.

### **Organising your group**

There are as many ways of establishing and running a group as there are people to run them! The traditional concept of the leader being the one with knowledge and expertise in the subject area is but one. At the other end of the spectrum a group could be run on a self-help basis, where none of its members has any expertise, but all share a willingness to learn and take an active role in the learning process. In between these extremes are a myriad of alternative models you may consider. It is especially recommended to consider whether the person who leads the activity/discussion is necessarily the best person to take on the administrative role of 'leader'. Having a deputy to share the load and represent the group alongside, or in place of, the leader is very helpful from everyone's point of view. Delegating the administrative tasks amongst the group also lessens the load and builds on the 'shared learning' ethos of the U3A.

New groups might start with a planning meeting to discuss the best way forward. The members can compare differing ways for the group to operate and decide on a preferred model, allocating various personnel for the necessary tasks. The suitability of the venue and the preferred maximum group size might also be discussed. It is good practice for established groups to also have a planning meeting annually, to discuss any changes needed in the way the group functions. This enables the group to be revitalised and ensures it meets the needs and expectations of the members. Funds are usually available for setting up a new group, or occasionally to existing groups. Speak to the Groups Coordinator and/or Treasurer to discuss reimbursement if you wish to purchase resource assets for your group.

### **Helping Your Committee**

Your committee is here to help you in any way possible, but you can also help your committee.

- Please fulfil the basic administrative tasks in good time.
- Make sure the information about your group in the newsletter is accurate and up to date.
- Pass on information to your group when asked. This is important and is your responsibility.

- All bookings and cancellations for Leadon Bank rooms should be made through the Groups Co-ordinator.
- Ask the committee's advice when you are not sure of procedure.
- Keep them informed of any issues before they become a serious problem.
- If you hear that a member is seriously ill or has died, please inform the Membership Secretary. This will ensure the relatives are not distressed by U3A sending mail to the deceased. The committee doesn't send condolences as it feels it is more appropriate for a group leader to do this and this is left to your discretion.